

Spring Garden Township Parks & Recreation Department

Sports Facility Usage Policy

Procedures

Athletic organizations interested in using Spring Garden Township sports facilities are required to submit a written request to the Parks & Recreation Department prior to each sports season deadline. Priority will be given to organizations in which 50% or more of their participants reside in Spring Garden Township. Requests received after the deadline may not be considered.

Seasons

Spring/Summer (March 1 – August 31)
Fall (September 1 – February 28)

Deadlines

February 19
July 16

**Please mail all facility usage requests to:
Christine Hartle, Director of Parks & Recreation
340 Tri Hill Rd, York, PA 17403.**

The following information must be included in your written request in order to be eligible to participate in the facility allocation program:

- A current certificate of insurance of at least \$1,000,000 combined single limit coverage must be submitted naming Spring Garden Township as an additional insured.
 - Documentation showing total number and residency status, age range of participants and required registration fees.
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- Township sponsored activities will receive first priority in scheduling.
 - The Director of Parks & Recreation will make final approval of all requests.
 - Spring Garden Township reserves the right to cancel sports facility reservations.
 - Availability of sport facilities is limited.

Use Regulations

Athletic Fields: The fields must not be used under conditions that will cause damage to the playing surface or jeopardize the safety of the user. Each organization must use the utmost discretion when determining whether field conditions are appropriate for athletic use.

Parking: Since many of the athletic fields are located in densely populated neighborhoods where parking is at a premium, it's imperative that the athletic organizations adhere to posted parking regulations and take every precaution to maintain a safe environment for park users and neighbors alike. Parking on the grass, sidewalks or blocking resident driveways is strictly prohibited and fineable under municipal laws. Parking should only be in areas designated for parking. Every attempt should be made to secure alternative means of parking such as in a nearby school or church parking lot when applicable. It is the responsibility of the applicant to make arrangements with the property owner before instructing parents, coaches, etc. to park in these areas. **Additionally, private vehicles may not be driven or parked on turf surfaces, service driveways or emergency zones.**

Each organization is required to submit its parking policy to the township prior to athletic field use. This policy should be reviewed with parents and coaches so there is a complete understanding of the policy and the consequences if it is not followed. It's recommended that the policy be signed by every parent and member of the organization to insure compliance. Failure to provide and/ or enforce the policy can result in the loss of field use privileges.

Portable Toilets: The Township provides portable toilets for township sponsored programs. Other groups may use them during its rental time. When the township sponsored activity is over we will be removing the toilets. If the group still needs a portable toilet they provide them and maintain them as needed. Any damage resulting from vandalism, damage to the athletic fields or surrounding areas of the park during the delivery of the units or units that topple over will be the responsibility of the organization. The Director of Parks and Recreation will identify the placement location of all portable units.

Practice: All Spring Garden programs will get first priority of fields. Spring Garden Township reserves the right to change/cancel dates.

Facility Care: It is the responsibility of each organization to maintain the fields and facilities used by removing and disposing of all trash and working cooperatively with the Township to keep all facilities in the best possible condition. A representative of each organization will be required to meet with Township personnel prior to field use. Please see attached coach's field maintenance and responsibilities.

Field Rotation: The revitalization of all athletic fields is crucial to the safety of the user as well as to the overall aesthetics of the parks. As a result, field maintenance including aeration, fertilization, reseeding and regular grass cutting will be done by the Township. Although some forms of turf management can be done without impacting the users, other forms require more time for the fields to stabilize.

Therefore, each year, a field(s) will undergo a process of revitalization. This will result in a particular field(s) being made unavailable for organized use for up to a year or more. Although the Township will make every effort to identify these fields in need of revitalization in advance, the schedule is subject to change depending on weather conditions, overuse, stress and other factors that can adversely affect the playing surface. The Township reserves the right to add or remove fields from the rotation schedule as the need arises.

To assist with this process and to reduce the need for more frequent turf maintenance, the athletic organizations or user groups must exercise good judgment when determining whether a field is playable based on an assessment of the playing conditions or whether there is a need to reduce excessive wear to areas of the field(s) by not practicing in one area.

Penalties

- The township will issue one written warning and if problem still persist all individuals, groups or organizations in violation of this policy or any facility regulations or Township ordinances may have their field privileges revoked immediately and/or may be issued citation(s) for ordinance violations.

Waiver of Liability

I /We understand and agree to follow the conditions and terms of the Spring Garden Township Sports Facility Usage Policy. As a user, I agree to indemnify, defend, and hold harmless Spring Garden Township, its agents and employees from and against any accident, injury, including death, and/or loss of property.

Signature of Applicant / Organization Date

Signature of Authorized Agent Date

Spring Garden Township Parks/Fees

1. Fields are available from dawn to dusk.
2. Basic Permit - \$12.50 per hour with a \$25 minimum rental.
3. Refundable Key Deposit - Resident: \$60 / Non Resident: \$80

***Fees listed above are for each day/date you reserve a Township park facility

Tri Hill Park
320 Tri Hill Rd
York, PA 17403

Elmwood Park
1759 3rd Ave.
York, PA 17403

Windsor Park/Custis Field
600 Windsor St.
York, PA 17403

SPRING GARDEN TOWNSHIP FIELD RENTAL FORM

Date/time
received: _____

For office use only

Return to:

CHRISTINE HARTLE

Spring Garden Township
Recreation Director
340 Tri Hill Road
York, PA 17403

Phone: (717) 854-7282

RENTAL INFORMATION

1. Rental Type (please circle one): Birthday Party Graduation Party Picnic Other _____
2. Rental Date(s): _____ Day(s) of the week: _____
4. Location of Event: _____
6. Set-up Times: Start: _____ am/pm End: _____ am/pm
7. Estimated Crowd: _____

Organization Name: _____

Applicant Name: _____

Title: _____

Address & Zip Code: _____

Email Address: _____

Phone Numbers: Home: _____ Office: _____

Cellular: _____ Fax: _____

9. Billing Name: _____

Address & Zip Code: _____

10. Event On-Site Contact Person: _____

Phone Numbers: Cellular: _____ Office: _____ Home: _____

Sound System (circle one) Acoustic
Describe Entertainment: _____

Amplified
List of entertainers/bands to perform at event: _____

PARK RENTAL INFORMATION

The park area open for public use shall be so open from 7:30 a.m. to 4:30 p.m. from October 1 to April 15, and the area open for public use shall be from 7:30 a.m. to 8:30 p.m. from April 15 to October 1.

*It shall be unlawful for any person to put, cast or deposit in any portion of any public park or playground any sort of filth, ashes, garbage, stones, sand or rubbish whatsoever.

* It shall be unlawful for any person to do or assist in the doing of any of the following enumerated acts in any of the playgrounds or public parks of the Township:

- A.** Throw any stones or missiles.
- B.** Utter loud or indecent language.
- C.** Gamble or play any game of chance.
- D.** Beg or solicit alms (money or goods given as charity).
- E.** Solicit a contribution or subscription of money or other valuable thing.
- F.** Deposit any rubbish or refuse except in a container provided by the Township for such purposes.
- G.** Ride or drive any bicycle or vehicle except on areas specifically provided for that purpose.
- H.** Sell or offer or display for sale any goods, wares, merchandise, refreshments or anything whatsoever, except by authority granted by the Board of Commissioners or the Recreation Board.
- I.** Remove any seats, benches or playground equipment from their resting places.
- J.** Willfully deface or injure any building, seats, benches, trees, plants, shrubbery, grass, flowers or any other property pertaining to such parks or playgrounds or dig any holes or cut any sod.
- K.** Post any sign, banner, advertisement or circular.
- L.** Play any game or engage in any sport or contest except at places designated and set aside by the Township or the Recreation Board for such purposes.
- M.** Bring any dog into a public park or playground unless said dog is on leash.
- N.** It shall be unlawful to transport, possess or consume alcoholic beverages within or upon any of the playgrounds or parks of the said Township.
- O.** Smoke or use tobacco. Smoking shall include possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment, and use of tobacco shall include smoking and the use of smokeless tobacco in any form.

AFFIDAVIT OF APPLICANT

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand, and agree to abide by the Township's ordinances and regulations governing this proposed Special Event. I also agree to comply with all other local, state, and/or federal laws that are applicable to this Event.

I further certify that I understand that allowing non-permitted or unscheduled activities to occur during my event may result in increased costs to me and/or the Organization/Sponsor due to unanticipated operational expenses.

I further certify that I, on behalf of myself and/or the Organization/Sponsor (for which I have submitted a letter indicating I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to Spring Garden Township that are incurred by the Township or on behalf of the event subject to the provisions of Chapter 400 of the Spring Garden Township Code of Ordinances and the regulations promulgated thereunder.

If I cancel my event, I will notify the Township as early as possible so as to cut down on any cost recovery. I understand that I will be charged for Township services provided in advance of the event up through the time of notification.

SIGNATURE OF APPLICANT

DATE

(PRINT NAME: _____)

* This Application MUST be signed prior to submission or it will not be considered completed.

XII. Indemnification statement
Please turn in with application if applicable.

The undersigned represents, stipulates, contracts and agrees that the sponsor of the event permitted pursuant to this Application will jointly and severally indemnify and hold the Township harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to, or death of persons arising from the sponsor's activities authorized by the Special Event permit.

Applicant as authorized representative/agent
for the sponsor/organization of the
Event.

Date:

OFFICE USE ONLY

A \$ _____ fee is due with application.

MAKE CHECK PAYABLE TO:
SPRING GARDEN TOWNSHIP

PERMIT APPROVAL/SIGNATURE: _____

DATE: _____

Application processed by:

Date form processed and approved:

Fee Paid: Cash Amount: _____ or Check amount: _____ Check
Number: _____

***Please keep your permit with you the day of the above event.**

***ALL FEES ARE DUE PRIOR TO RENTAL, IN ORDER TO OBTAIN A COPY
OF THE RENTAL FORM.**

Bathroom Key Checkout Form and Rental Cleanup Instructions

Key Checkout Policy:

_____ When a key is needed to be checked out for your rental, a deposit is required (\$60/Resident and \$80 Non-Resident). The key can be checked out the week of your event. To receive your deposit back, the key must be returned *within five (5) business days*.

_____ All Refunds and Key Check-outs are managed through the Recreation Department located at 340 Tri Hill Rd. York, PA 17403.

Clean Up Instructions:

_____ Bathroom doors must be completely locked after use. Loss or damage resulting from failure to lock doors will be charged to the renter by invoice through the Recreation Department.

_____ Pavilion/field is to be left in a clean and orderly condition with all trash placed in appropriate receptacles.

_____ Renters will be charged at the rate of \$15.00 per hour for cleaning services if the park personnel deem the pavilion is in need of additional services.

_____ Although we do have trash barrels at the pavilions/fields, we do not have weekend trash pickup. So, with the amount of use our pavilions/field receive over the weekends, we ask that everyone bring trash bags and take your trash with you. There are also recycling containers at each park. Please place **ONLY** recyclables in these containers.

Refund Policy: Spring Garden Township Recreation does not refund due to inclement weather. In case of rain causing you to cancel, and you call (717) 854-7282 within 48 hours, your reservation will be re-scheduled for a later date.

Failure to pay for any additional fees assessed, i.e. lost keys, cleaning services,
Will result in the inability to rent pavilion in the future.

COACHES' FIELD MAINTENANCE AND RESPONSIBILITIES

- 1- Replace all the field base plugs with the feather plugs, while cleaning out the infield dirt from the base plugs with the tools.
- 2- Rake in, and pack down with your feet the following areas, both sides of home plate, the pitching mound area, the catcher's area, and all the base areas.