



SPRING GARDEN TOWNSHIP

FIELD RENTAL APPLICATION

Applicant Information	
Organization Name:	
Applicant Name and Title Printed:	Phone:
Applicant Address:	City, State, Zip:
Applicant Billing Address:	City, State, Zip:
Email Address:	
Program Title:	
Number of Attendees (attach full roster showing names and addresses of your participants):	
Percentage of Spring Garden Township Participation of youth sports teams:	

Location and Date and Times Requested (check one field per application)		
<input type="checkbox"/> Elmwood Field	<input type="checkbox"/> Custis Field	
Date requested:	Time start:	Time end:
Date requested:	Time start:	Time end:
Date requested:	Time start:	Time end:
Date requested:	Time start:	Time end:
Date requested:	Time start:	Time end:
Date requested:	Time start:	Time end:

I /We understand and agree to follow the conditions, terms, and park rules of the Spring Garden Township regarding park and field usage. 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.

I understand that if I or a member attending my/the organization's function violates any agreement and park rules, Township ordinances, or any laws, I will be required to leave the park and abandon use of the field along with those who violate the rules, ordinances, or laws.

Applicant/Authorized Agent Name Printed:	Signature:	Date
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Submit completed form and payment (cash or personal or certified check) to Spring Garden Township.

For Administrative Use Only	
<input type="checkbox"/> Verification of Residency	Date / Time available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved for Field:	DL Copy for file:
Paid Amount:	Staff Signature & Date:



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APPLICATION SUBMISSIONS

Submit the following with your completed application:

- Full roster of your registrants for youth sport organizations
Priority will be given to youth sport organizations in which 50% or more of their participants reside in Spring Garden Township. Requests received after the deadline may not be considered.
 - Provide: total number, residency status (full address), participant age range, and required registration fees.
- Proof of insurance
 - 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.
- Fully executed:
 - Application
 - Conditions
 - Athletic Facility Use and Maintenance Agreement (exclude one-time rental)
 - Waiver and Release for each participant
 - Child Protective Services Law Certification
 - Sport Parent/Legal Guardian Code of Conduct Agreement for each parent and guardian for each participant
- Spring Garden Township requires all athletic group or organization that leases or rents any recreation facility/venue in the Township provide the Township with a statement that their volunteers have been screened.
Acceptable screening:
 - a. Criminal Background through the Pennsylvania State Police and/or
 - b. Commonwealth of Pennsylvania Department of Public Welfare-Child Line and Abuse Registry.

FIELD RENTALS

Elmwood Field - 1759 3rd Ave., York, PA 17403

Custis Field - 600 Windsor St., York, PA 17403)

- General Field Rental \$30/2-hour minimum + \$15 each additional hour
- Majority Resident Team \$10/2-hour minimum + \$10 each additional hour
- Porta Potty (code) \$5 for first 2-hours with above stated rental + \$5 each additional hour

CONDITIONS

- Field Rental Applications due:
 - Spring/Summer (March 1 – August 31) season - no later than second Wednesday in January
 - Fall (September 1 – February 28) season - no later than second Wednesday in July
 - Other requests subject to availability at time of submittal
- Spring Garden Township reserves the right to cancel sports facility reservations and close the fields from any use; refunds are not provided however, the applicant may rent on another available day
- Availability of sport facilities is limited; you may not be guaranteed to all dates requested
- Field rental reservations are scheduled rain-or-shine; no refunds
- Fields must not be used under conditions that will cause damage to the playing surface or jeopardize the safety of the user. Upon completion of the event, the field(s) must be vacated by the designated time. The repair to any damages during the rental will be billed to the applicant.



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- 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. Making sure all new holes and divots are filled after each practice or game helps to keep the field in usable condition.
- The porta-potty door must be securely closed and locked after each scheduled rental time. Any damages during the rental will be billed to the applicant.
- Parking on the grass, sidewalks, or blocking resident driveways, and parking on in emergency zones is strictly prohibited and fineable under municipal laws
- Field maintenance equipment sheds are not for the storage of organization/team sport equipment; any items found in the sheds will be disposed
- The Spring Garden Township will not be responsible for any injuries, damages, or stolen property that may occur to Applicant or Applicant’s party during any function
- Spring Garden Township reserves the right to eject any person(s) who does not act in accordance with Township policies, regulations, rules, and ordinances
- The applicant/organization recognizes that there are risks associated with the use of Spring Garden Township equipment and property and the applicant/organization hereby assumes all risks associated with the use of the equipment and property and agrees to return all Spring Garden Township equipment and property in the same condition, normal wear and tear excepted. In the event that the Township is required to repair or replace any equipment or property, the applicant/organization shall pay to the Township the cost and expense of any such repair or replacement.
- Applicant, Organization, and members/participants to follow Park rules §220

SPRING GARDEN TOWNSHIP ATHLETIC FACILITY USE AND MAINTENANCE AGREEMENT

WHEREAS, Spring Garden Township, hereinafter referred to as the “TOWNSHIP” owns and operates parks with athletic facilities; and

WHEREAS, the Township wishes to allow athletic organizations and associations to make use of the athletic facilities; and

WHEREAS, proper maintenance of the athletic facilities and related equipment is imperative to the continued use of the facilities by associations and organizations; and

WHEREAS, this agreement between the Township, and _____, hereinafter referred to as the “ORGANIZATION”, defines the use and maintenance responsibility that the Organization agrees to perform for the duration of their reservation period for the athletic facilities.

NOW, THEREFORE, the parties intending to be legally bound hereby agree as follows:

1. The ORGANIZATION hereby requests, and the Township agrees to allow the Organization to use _____ (the “Facilities”) during the times and dates per the approved application(s).



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2. The ORGANIZATION shall pay to the Township at the time of execution of this Agreement the designated rental fee. This fee is non-refundable.
3. During the term of use for the Facilities, the ORGANIZATION shall maintain the following:
 - o A fully executed Spring Garden Township Sport Parent/Legal Guardian Code of Conduct Agreement for each parent and guardian of any participant.
 - o A fully executed Spring Garden Township Waiver and Release for each participant.
 - o A fully executed Child Protective Services Law Certification.
4. The ORGANIZATION shall maintain and use the Facilities in accordance with the terms and conditions of this Agreement and all rules, regulations, and directions of the TOWNSHIP. Any breach of this Agreement may result in its termination by the TOWNSHIP and the removal of the ORGANIZATION from use of the Facilities.
5. The ORGANIZATION accepts full responsibility for all damages to the Facilities which may result from their actions or negligence.
6. The ORGANIZATION agrees to make no additions, improvements or changes to the Facilities or other park property without submitting a written request and receiving written approval from the TOWNSHIP.
7. No permanent structure or equipment shall be erected on any TOWNSHIP recreation facility unless approved in writing by the TOWNSHIP and dedicated for community use.
8. The ORGANIZATION is responsible for maintenance/preparation, such as lining of fields, setting of bases/goals/flags, etc., for their own use. The Township shall mow the fields during the normal course of Township park maintenance.
9. Specific TOWNSHIP equipment, such as hand rakes, hand drags, etc., allocated to the Facilities may be used for facility preparation/maintenance only after execution of a waiver form. The storage area(s) for equipment is never to be left unlocked and/or unsupervised when unlocked. No equipment may be left out on fields or outside storage areas.
10. Organizations may not store their participants and organization's sporting equipment in the sheds.
11. The ORGANIZATION is responsible for picking up all trash and litter from the playing area, as well as spectator areas, after each use.
12. No motorized vehicles are allowed to drive onto facilities for maintenance/preparation purposes without prior written approval from the TOWNSHIP.
13. Any portable fences or backstops must be approved in writing by the TOWNSHIP prior to installation and must be removed by the ORGANIZATION immediately following the end of reservation.
14. Loudspeakers and/or amplified sound equipment is strictly prohibited unless approved in writing by the Township.
15. The ORGANIZATION agrees to be responsible for returning or replacing any property to its original condition which is damaged as a result of their actions.
16. The Township reserves the right to close any field or facility if in its sole judgment the condition of the field or facility is unacceptable for program activities.
17. The TOWNSHIP acknowledges that the Facility may be shared by multiple users. Therefore, it is the ORGANIZATION'S responsibility to communicate with other users to coordinate preparation of and maintenance for the Facilities.
18. The ORGANIZATION accepts full responsibility for all property and persons involved in the use of the Facilities and the preparation, use and maintenance of the Facilities. We agree to indemnify and hold harmless Spring Garden Township, its agents, officers, elected and appointed officials and employees from any and all liability, claims, actions, demands, damages and expenses, including, without limitation, reasonable attorney's fees now or hereafter imposed upon, incurred by or asserted against Spring Garden Township arising out of injury or damage of any kind, to persons or



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property, in any way connected with the ORGANIZATION and its participant's use of the Facilities and the field preparation, use and maintenance on Spring Garden Township property.

19. The ORGANIZATION recognizes that there are risks associated with the use of Spring Garden Township equipment and property and the ORGANIZATION hereby assumes all risks associated with the use of the equipment and property and agrees to return all Spring Garden Township equipment and property in the same condition, normal wear and tear excepted. In the event that the Township is required to repair or replace any equipment or property, the ORGANIZATION shall pay to the Township the cost and expense of any such repair or replacement.

COACHES' FIELD MAINTENANCE AND RESPONSIBILITIES

1. Replace all field base plugs with 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 base areas.

I, as representative of the ORGANIZATION have read and understand the foregoing Agreement.

Name of Organization: _____
(Print)

Representative's Name: _____
(Print)

Authorized Signature for ORGANIZATION

Date

Authorized Signature for TOWNSHIP

Date