



Application for Use of Park Facilities

Upper Saucon Township
5500 Camp Meeting Road
Center Valley, PA 18034
www.upsaucon.org

DAY/DATE OF EVENT: _____ TIME OF EVENT: _____ to _____

NAME OF ORGANIZATION: _____
(This will be printed on your "Pavilion Reserved" sign)

PURPOSE OF EVENT: _____

FACILITY REQUESTED: () Petzold Pavilion-Community Park () Field(s) _____
() Hopewell Park Pavilion () Field(s) _____

ANTICIPATED ATTENDANCE: _____ WILL ADMISSION BE CHARGED: _____

Name, address and signature of applicant (OR two responsible officials of your organization) who will be present at the time the facilities requested are being used and who will accept responsibility for adherence to the Township regulations. By signing, you also acknowledge that you have read and understand the rules and regulations.

Printed Name

Printed Name

Street Address

Street Address

City/State/Zip

City/State/Zip

Primary Phone

Alt Phone

Primary Phone

Alt Phone

E-Mail Address

E-Mail Address

Applicant Signature

Date

Applicant Signature

Date

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR COMMUNITY FACILITIES

In consideration for the acceptance for the use of the above facilities, applicant hereby agrees to defend, indemnify, and hold harmless Upper Saucon Township and its agents, supervisors, employees and volunteers, against any and all claims, demands, damages, costs and expenses, including attorneys' fees, actions or liability whatsoever directly or indirectly arising out of, or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant's invitees.

*** TOWNSHIP USE ONLY ***

Application Fee: Resident @ \$50.00 _____ Non-Resident @\$100.00 _____

Payment: Check #: _____ Cash: _____

Make all checks payable to Upper Saucon Township



Reservation Policy and Fee Schedule For Use of Township Recreation Facilities and Ball Fields

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For questions about the pavilion or the fields at Upper Saucon Township Community Park call (610) 282-1171 ext. 1221. Applications along with payment can be dropped off at the township building at 5500 Camp Meeting Road, Center Valley, Monday through Friday, 8:00 AM to 4:30 PM. Reservations are not guaranteed until the fee is paid. **No refunds.** When available the rescheduling of a rental date (pavilion or field) is permitted.

Petzold Pavilion (Community Park)	Hopewell Pavilion
2 charcoal grills	1 charcoal grill
12 tables	10 tables
Electricity, Water	Electricity, Water
Capacity-100	Capacity-75

Pavilion Rental Fees

Township Resident Pavilion Rental Fee	\$ 50.00/per day
Non-Township Resident Pavilion Rental Fee	\$ 100.00/per day

- ❖ Alcohol is prohibited on Township property.
- ❖ All Pavilion Rentals will be assigned on a first come first serve basis. Only 1 rental of the pavilion per day will be allowed by the Township.
- ❖ Applicants are responsible for cleanup of the pavilion, picnic tables and the area immediately surrounding the pavilion. All trash must be disposed of properly. Remove any decorations that have been placed on the pavilion or picnic tables and return the tables to their original locations.
- ❖ Existing public park restrooms are available and will be open from dawn until dusk.
- ❖ WATER KEY PICK-UP/DROP-OFF. Water keys are available and can be picked up at the Township building. A \$20.00 deposit is required which will be refunded when the key is returned.
- ❖ Food trucks are permitted with submission of Certificate of Insurance (*meeting or exceeding Township requirements**) listing Upper Saucon Township as an Additional Insured. Food trucks must remain in the designated area of the parking lot and shall not be parked on any pathways or grassy areas.
- ❖ All Organized events with 100 or more attendees will require the submission of a Certificate of Insurance (*meeting or exceeding Township requirements**) listing Upper Saucon Township as an Additional Insured.



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- ❖ Pavilion rental does not guarantee access to the sports fields. Sport fields are available for rental only when not reserved by a Community Program.

Field Rental Fees

Township Resident Field Rental Fee	\$ 20.00/per day
Non-Township Resident Field Rental Fee	\$ 60.00/per day

- ❖ Sports Tournaments are generally not permitted at Upper Saucon Township parks. Upon application to the Township, an exception to this policy can be granted by Upper Saucon Township (UST) staff. In making their decision UST staff will consider the impact the Tournament will have on the ability of residents to use and enjoy the Park. UST staff shall consider the following factors when making this decision:
 - Available parking spaces
 - Previously scheduled events/activities at park
 - Wear and tear on fields and park facilities
 - Whether the park can reasonably accommodate the number of people attending the event or whether the event/activity will jeopardize the public health, safety, and welfare
 - As part of this decision UST staff will determine the fee for the event if the exception is granted.
- ❖ Fields are available for rental only when not reserved by a Community Program.
- ❖ A Certificate of Insurance (meeting or exceeding Township requirements*) is required for all field reservations for organized events.
- ❖ Upon proper application and approval to use the field(s) and/or pavilion, the following groups may reserve the field(s) and/or pavilion for community events at no cost:
 - Upper Saucon Township
 - Southern Lehigh School District
 - Southern Lehigh Public Library
- ❖ Pavilion Reservations are limited to groups of 150 people or less. (Groups larger than 150 may apply, but their application must be approved by UST staff before the reservation becomes valid). In making their decision UST staff will consider the impact the reservation will have on the ability of residents to use and enjoy the Park. UST staff shall consider the following factors when making this decision:
 - Available parking spaces
 - Previously scheduled events/activities at park
 - Wear and tear on fields and park facilities



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- Whether the park can reasonably accommodate the number of people attending the event
- Whether the event/activity will jeopardize the public health, safety, and welfare

** Certificate of Insurance with a \$1 million aggregate limit of liability listing Upper Saucon Township as an Additional Insured*