

UPPER SAUCON TOWNSHIP
5500 Camp Meeting Road
Center Valley PA 18034
(610) 282-1171

APPLICATION FOR USE OF PARK FACILITIES

(revised April 2018)

DATE OF APPLICATION: _____

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

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

PURPOSE OF EVENT: _____

FACILITY REQUESTED: () 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

Signed Name

Signed 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

***** PLEASE: Do not use any type of staples, nails or thumbtacks in the pavilion or on the picnic tables. Use only tape, ribbon or string *****

*** TOWNSHIP USE ONLY ***

Application Fee: Resident @ \$50.00 _____ Non-Resident @\$100.00 _____
Payment: Check #: _____ Cash: _____

UPPER SAUCON TOWNSHIP

5500 Camp Meeting Road
Center Valley, PA 18034

HOLD HARMLESS CLAUSE

The undersigned agrees to hold harmless, indemnify and release Upper Saucon Township, its agents, employees and supervisors for any damage or loss or injury which may occur during the course of the event proposed by the undersigned. The indemnification and release shall include indemnification for all acts or events created by the Township, its agents, employees, recreation committee, and supervisors and shall include, but not be limited to, all costs of the suit, defense or judgment entered against the Township.

Signature: _____

Date: _____

Organization: _____

Witness: _____

EXHIBIT "A"

Upper Saucon Township Reservation Policy and Fee Schedule For Use of Township Recreation Facilities and Ball Fields (Effective 10/01/2010)

For questions about the pavilion or the fields at Upper Saucon Township Community Park call (610) 282-1171 ext. 1221. You may submit the application to reception@uppersaucon.org or visit us 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.

Rental Fees *(except for Southern Lehigh Community Programs (SLCP) as noted below)*

Township Resident Pavilion Rental Fee	\$ 50.00 / per day
Non-Township Resident Pavilion Rental Fee	\$ 100.00 / per day
Township Resident Practice Field Rental Fee	\$ 15.00
Non-Township Resident Practice Field Rental Fee	\$ 40.00
Township Resident Game/Match Field Rental Fee	\$ 20.00
Non-Township Resident Game/Match Field Rental Fee	\$ 60.00

- ❖ Resident or Non-Resident Status is determined by the address of the applicant.
- ❖ Sports Tournaments are generally not permitted at the Upper Saucon Township Community Park. Upon application to the Township and a presentation regarding the event to the PARC, an exception to this policy can be granted by the PARC. In making their decision the PARC will consider the impact the Tournament will have on the ability of residents to use and enjoy the Park. The PARC 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
 - Whether the event/activity will jeopardize the public health, safety and welfare

As part of this decision the PARC will determine the fee for the event if the exception is granted.

- ❖ A Certificate of Insurance (meeting or exceeding Township requirements) is required for all field reservations.
- ❖ Fields are available for rental only when not reserved by a Community Program.
- ❖ Practice Field Rental Fees are based on use of a small-sided field (Field #3, #4, #8 or #9), baseball field (Field #6 or #7) or ½ of a regulation field (Field #1, #2, #5 or #10) for 1-1/2 hours. Full Field practices on a regulation field (Field #1, #2, #5 or #10) are double ½ field fees. Over 1-1/2 hours generates an additional practice fee for every 1-1/2 hours or fraction thereof.
- ❖ Game/Match Field Rental Fees are based on use of any full field (Fields #1 thru #10) and shall be for the expected length of game/match as determined by the PARC.

- ❖ 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
 - Southern Lehigh Kiwanis Club

- ❖ Pavilion Reservations are limited to groups of 150 people or less. (Groups larger than 150 may apply, but their application must be approved by the PARC before the reservation becomes valid). In making their decision PARC will consider the impact the reservation will have on the ability of residents to use and enjoy the Park. The PARC 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
 - Whether the event/activity will jeopardize the public health, safety and welfare

Southern Lehigh Community Program (SLCP) Rental Fees

Southern Lehigh Community Programs, with proper application and approval, shall be entitled to reserve a field(s) and/or pavilion subject to the fee schedule and rules as listed below.

Fiscal Program Year Field Rental Fee for SLCP

<i>(games/matches and practices not including camps)</i>	\$ 150.00 / per year
Weekday Camp Field Rental Fee <i>(not including pavilion fee)</i>	\$ 25.00 / per day, per field
Weekend Camp Field Rental Fee <i>(not including pavilion fee)</i>	\$ 100.00 / per day, per field
Weekday Pavilion Rental Fee	\$ 25.00 / per day
Weekend Pavilion Rental Fee	\$ 50.00 / per day

- ❖ The current recognized Southern Lehigh Community Programs include Southern Lehigh Little League, Southern Lehigh Soccer League and the Southern Lehigh Lacrosse Programs. Additional Southern Lehigh Community Programs may be designated by the PARC if they meet the following criteria:
 - Program must be a recognized and organized association in the Southern Lehigh School District and lists a minimum of 80% of its members as Southern Lehigh School District residents by its official roster or membership list, or
 - Representing a Southern Lehigh Athletic Association or
 - Representing an Upper Saucon Township Athletic Association
- ❖ Southern Lehigh Community Programs must make yearly application to Upper Saucon Township based on their fiscal program year to be extended the Southern Lehigh Community Program Rental Fee Rates.
- ❖ Field rental for Sports or Youth Activity Camps is only permitted when sponsored, organized and offered through a Southern Lehigh Community Program. Camps of this type must **also** rent the pavilion (based on the above fee schedule) unless the camp is held exclusively on the south side of the park.
- ❖ Pavilion rental for Sports or Youth Activity Camps is only permitted when sponsored, organized and offered through a Southern Lehigh Community Program.
- ❖ A Certificate of Insurance (meeting or exceeding Township requirements) is required for all Program Rentals.
- ❖ Pavilion Reservations are limited to groups of 150 people or less. (Groups larger than 150 may apply, but their application must be approved by the PARC before the reservation becomes valid). In making their decision PARC will consider the impact the reservation will have on the ability of residents to use and enjoy the Park. The PARC 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
 - Whether the event/activity will jeopardize the public health, safety and welfare