



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

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

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.



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

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

- ❖ 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



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

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

- 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*

**TOWNSHIP OF UPPER SAUCON
LEHIGH COUNTY, PENNSYLVANIA
RESOLUTION NO. 2010-37**

**A RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE TOWNSHIP OF UPPER SAUCON, LEHIGH COUNTY,
PENNSYLVANIA, ESTABLISHING A POLICY AND FEE
SCHEDULE FOR RESERVING TOWNSHIP RECREATION
FACILITIES AND BALL FIELDS**

WHEREAS, pursuant to the Second Class Township Code, the Board of Supervisors has the authority to establish certain rules and regulations for the public use of any parks, recreation grounds and facilities operated by the Township; and

WHEREAS, the Board of Supervisors, upon the recommendation of the Upper Saucon Township Parks and Recreation Commission, deems it appropriate and advisable to establish reasonable policies and procedures to govern the scheduling of park and recreational facilities for group use; and

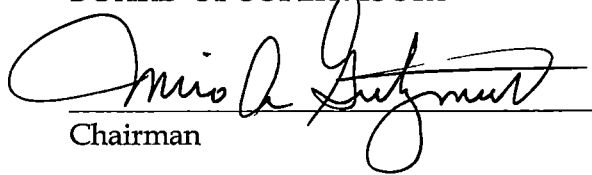
WHEREAS, the Board of Supervisors, upon the recommendation of the Upper Saucon Township Park and Recreation Commission, deems it appropriate and advisable to adopt a schedule of fees for the reservation of Township recreation facilities and ball fields.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the Township of Upper Saucon, Lehigh County, Pennsylvania, that:

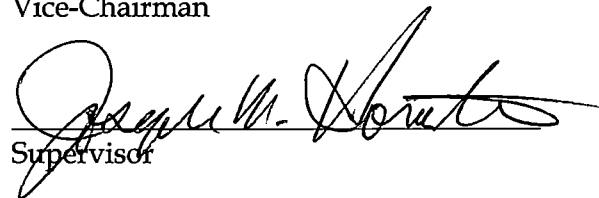
1. The attached Reservation Policy and Fee Schedule for the use of Township recreation facilities and ball fields identified as "Exhibit A" is hereby approved.
2. The Township Manager, or his designee, is hereby authorized to implement such administrative procedures as may be necessary to carry out the policies and fee schedule set forth in "Exhibit A".
3. The attached Reservation Policy and Fee Schedule, identified as "Exhibit A", shall be effective for reservations made on and after October 1, 2010.

ADOPTED this 20th day of SEPTEMBER, 2010, by the Board of Supervisors of the Township of Upper Saucon, Lehigh County, Pennsylvania, in lawful session duly assembled.

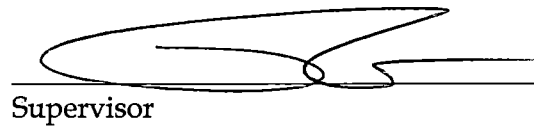
UPPER SAUCON TOWNSHIP
BOARD OF SUPERVISORS


Chairman

Vice-Chairman


Supervisor


Supervisor


Supervisor

ATTEST:

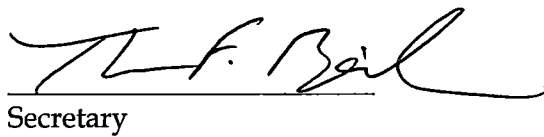

Secretary

EXHIBIT "A"

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

To reserve the pavilion or the fields at Upper Saucon Township Community Park, call (610) 282-1171 (ext. 228) 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 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

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 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