

Upper Southampton Township  
 Parks and Recreation  
 913 Willow Street  
 Southampton, PA 18966

**GYM Permit Application  
 FIELD Permit Application**

**Applicant** **Contact Person**

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|  |  |
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**Applicant Mailing Address** **Contact Person Mailing Address**

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|  |  |
|--|--|

**Contact Person Home Phone** **Contact Person Work Phone**

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|  |  |
|--|--|

| Ball Field | Dates Needed | Day of the Week | Time |
|------------|--------------|-----------------|------|
|            | to           |                 | to   |
|            | to           |                 | to   |
|            | to           |                 | to   |
|            | to           |                 | to   |

**Activity** **Number of Township Residents** **Number of Teams**

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

It is understood that the applicant shall:

- A. Have at all times, while the permit is in effect, a general liability insurance policy with minimum limits of liability in the amount of \$1,000,000 combined single limit for each occurrence and \$1,000,000 combined single limit for general occurrence.
- B. Provide a certificate of insurance with Upper Southampton Township, 939 Street Road , Southampton, PA18966, named as an additional insured.
- C. Save, defend, keep harmless and indemnify the Township and its appointed and elected officials, officers, servants, agents and employees from and against any and all attorney fees, charges, liability or exposure, however caused, resulting from or arising out of or in any way connected with the applicant's activities. Sign Page 2 (the back of this page).
- D. Upon request, provide a complete roster, with names and addresses, of all members of the applicant's organization, and to be kept current throughout the year.
- E. Comply with all township rules, regulations, resolutions, and ordinances governing the use of the fields.
- F. We have reviewed and read Township Facility Use Policy #2015.

Attest: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 Name and Title (Printed)

\_\_\_\_\_  
 Name and Title (Printed)

RENTAL REGULATIONS FOR PARKS & RECREATION FACILITIES

Please read these regulations carefully. Failure to comply could result in the loss of your security deposit. Please initial after each guideline and sign your name at the bottom.

NOTE: There will be no rentals available on Township holidays. Thank you for your cooperation.

1. There is a minimum rental time of four hours, which includes one-hour setup and cleanup time. Example: If you plan on having a party from 1:00 PM to 4:00 PM you need to rent from 12:30 PM to 4:30 PM. The facilities are rented on a first-come, first-served basis. \_\_\_\_\_
  
2. There is a maximum capacity of 100 in each Pavillion. \_\_\_\_\_
  
3. In order to secure your date the security deposit must be made at the time of booking. This check will not be cashed unless you cancel the event or damage has taken place at your event. All bookings (and payment) must be made in person at 913 Willow Street, Southampton, PA. \_\_\_\_\_
  
4. Parking is permitted in designated parking areas only; no parking on the roadways. \_\_\_\_\_
  
5. If you are renting on a weekend, keys for the Farmhouse and/or Carriage House must be picked up at the Park Office on the Thursday or Friday before your rental. If you are renting during the week arrangements can be made to have the building unlocked for you. Call the Park Office at 215-355-9781 before picking up your key to assure that a staff member will be in the office to assist you. The Park Office is located at 913 Willow Street, Southampton, PA. Please call 267-264-9442 for after-hour emergencies. \_\_\_\_\_
  
6. In the Carriage House, Farmhouse and Community Center any debris on the floor must be swept up (brooms are in the closets), tables and chairs wiped down and any liquid on the floors must be wiped up. The interior trash receptacles in the Farmhouse and Carriage House must be emptied and all trash placed in the dumpster behind the Carriage House when your event is over. While renting the Pavilions you **MUST** provide your own trash bags and remove **ALL TRASH**; the cans must be emptied and bags placed in the dumpsters behind the Carriage House to prevent animals from opening the bags. Recyclables should be placed in the container next to the dumpster. \_\_\_\_\_  

The rented facility must be returned to its original condition. This includes removal of all decorations placed inside or outside, such as balloons, tape on any surface, signs, etc. **NO Mylar balloons** in the Carriage House and **NO glitter**. \_\_\_\_\_
  
7. The use of a DJ or any amplified music in any Township facility must be approved by the Parks & Recreation Director. The use of smoke machines, liquid machines, pyrotechnics and/or inflatable bounce houses/toys are **STRICTLY PROHIBITED**. The use of any will result in the loss of your security deposit. \_\_\_\_\_
  
8. When making a reservation payment and security deposit must be made in full. If you cancel for any reason your security deposit will be forfeited. Also, if a facility is damaged, trash not cleaned up or if any of the rules and regulations are not followed, your security deposit will be forfeited. \_\_\_\_\_
  
9. No alcohol, controlled substances or smoking on Parks & Recreation properties. \_\_\_\_\_

\*\*Carriage House heater/AC controls: Set Heat/AC switch as needed; set fan switch to Auto; set temperature to desired temperature. When done, return all controls back to the starting positions.

Thank you for renting from Upper Southampton Township.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

25

## RESOLUTION # 2015-9

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TOWNSHIP OF UPPER SOUTHAMPTON, COUNTY OF BUCKS, COMMONWEALTH OF PENNSYLVANIA ESTABLISHING FACILITY USE RENTAL FEES AT TOWNSHIP PARK AND RECREATION AREAS

**WHEREAS**, the Township Park and Recreation Board recommended the adoption of the following Facilities Use Rental Fees by the Board of Supervisors; and

**WHEREAS**, the Upper Southampton Township Board of Supervisors desires to establish fees for the rental of its facilities at Township Park and Recreation areas.

**NOW THEREFORE, BE IT RESOLVED**, the Board of Supervisors of the Township of Upper Southampton does hereby adopt the following Facility Use Rental Fees at Township Park and Recreation areas:

There is a minimum rental of 4 hours for the farmhouse, carriage house, meeting room and gym. Rental must include setup and cleanup time. Security Deposit will be refunded after inspection of facility upon completion of rental.

|   | <u>RESIDENT</u> | <u>NON-RESIDENT</u> |
|---|-----------------|---------------------|
| <b>FARMHOUSE</b> (Limited to 45 people)<br>Monday thru Sunday – 9 AM to 10 PM<br>12-6 ft. tables; 1 8 ft. table; 55 chairs      | \$40.00/hr.     | \$50.00/hr.         |
| <b>CARRIAGE HOUSE</b> (Limited to 60 people)<br>Monday thru Sunday – 9 AM to 10 PM<br>12 – 6 ft. tables; 60 chairs              | \$40.00/hr.     | \$50.00/hr.         |
| <b>PICNIC PAVILIONS</b> (Limited to 100 people each)<br>Monday thru Sunday – 8 AM to 10 PM<br>10 picnic tables in each Pavilion | \$75.00/day     | \$125.00/day        |
| <b>MEETING ROOM</b> (Limited to 150 people)<br>Monday thru Sunday – 9 AM to 10 PM<br>12 - 8 foot tables; 130 chairs             | \$50.00/hr.     | \$75.00/hr.         |
| <b>GYM</b> (Limited to 300 people)<br>Monday thru Sunday – 9 AM to 10 PM  | \$100.00/hr.    | \$150.00/hr.        |

|   |                  |                  |
|---|------------------|------------------|
| LION'S GROVE (Includes electric & bathrooms)  | \$25.00/hr.      | \$50.00/hr.      |
|   | <u>DAYTIME</u>   | <u>NIGHTTIME</u> |
| FIELDS (Includes use of lights and bathrooms) | \$50.00/game     | \$75.00/game     |
| FIELDS (Includes use of lights and bathrooms) | \$25.00/hr/field | \$50.00/hr/field |

**Security Deposit:**

Gym: \$150/Rental

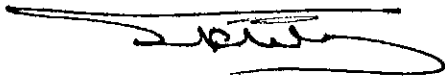
Pavilions: \$250/Rental

Lions Grove: \$100/Rental

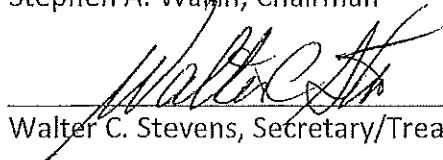
All Other Facilities: \$100/Rental

Resolved this 2<sup>nd</sup> day of June, 2015

**UPPER SOUTHAMPTON TOWNSHIP  
BOARD OF SUPERVISORS**



Stephen A. Wallin, Chairman



Walter C. Stevens, Secretary/Treasurer

Resolution # 15 – 11

**A RESOLUTION OF THE TOWNSHIP OF UPPER SOUTHAMPTON,  
COUNTY OF BUCKS, COMMONWEALTH OF PENNSYLVANIA  
ESTABLISHING A PARKS AND RECREATION FACILITY USE POLICY**

Whereas, the Upper Southampton Township Board of Supervisors adopted a Parks and Recreation Facility Use Policy on March 10, 1998, and

Whereas, The Parks and Recreation Board wishes to amend the Parks and Recreation Facility Use Policy, and

Whereas, the Parks and Recreation Board, at its public meeting on June 9, 2015, recommends that the Upper Southampton Township Board of Supervisors approve the following Parks and Recreation Facility Use Policy,

Now therefore, be it resolved and it is hereby resolved that the Board of Supervisors of Upper Southampton Township hereby adopts the following Parks and Recreation Facility Use Policy:

**Upper Southampton Township  
Parks and Recreation Facility Use Policy**

**SECTION I: GENERAL PROVISIONS**

Upper Southampton Parks and Recreation encourages the use of its facilities by Upper Southampton community, civic and sport organizations. Some facilities are also available for rent by families, individuals, for-profit and nonprofit organizations, and other groups not considered to be Upper Southampton community, civic or sport organizations. Fee schedules have been established to cover applicable costs.

The Parks and Recreation Director is responsible for the implementation of the Parks and Recreation Facility Use Policy and may establish reasonable rules, regulations and procedures to accomplish this.

**A. USERS EXEMPT FROM FEES (See Section III.A)**

The following groups, listed in priority order, are exempt from fees, (except when necessary for those fees identified in Section III.A), for the use of Township Parks and Recreation facilities provided that admission fees, donations or other considerations are not collected, requested or solicited. In the event that these groups impose admission fees, accept

donations or other considerations, then they are not exempt, and fees specific in Section III.B shall apply.

1. Upper Southampton Township Parks and Recreation Department.
2. Upper Southampton Township Boards and Commissions.
3. Upper Southampton Township Resident Youth Groups.
  - a) Organized resident sports groups. Sports in season have first priority over sports which are not, determined as follows:
    - Spring/Summer: Baseball and Softball
    - Fall: Soccer, Football and Cheerleading
    - Winter: Basketball
4. Upper Southampton Township groups and organizations, as listed below, for use of the Farmhouse, Carriage House and Community Center only, provided that they have a majority Township resident membership and/or an ongoing connection with Upper Southampton Township or Tamanend Park.
  - a) Sports Groups: Township resident adult sports groups for meetings, registrations, etc.
  - b) Civic Groups: Township resident neighborhood associations organized for the purpose of discussing neighborhood affairs.
  - c) Cultural Groups: Resident music and artistic associations organized for the purpose of rehearsal, performance or music compositions, plays or art displays.
  - d) Service Organizations: Rotary, Kiwanis, Lions and like non-sectarian service organizations serving the Township.
  - e) Nature Groups: Associations organized for the purpose of beautifying or learning about Tamanend Park.

**B. USERS SUBJECT TO FEES (See Section III.B)**

The following groups and individuals are subject to fees for the use of Township Parks and Recreation facilities subject to the priorities of the facility use.

1. Individuals wishing to hold a party, shower or similar function.
2. Profit and nonprofit ventures which charge admission, registration fees or receive other considerations.
3. College/university course offerings/usage.
4. Community-based employee associations and labor unions (limited to members only) for meetings only.
5. Profit and nonprofit ventures which charge admission or receive other considerations for the staging of plays and/or musical performances suitable for general audiences.
6. Organizations for the purpose of promoting local candidates.

7. All other non-resident activities.

### C. SPECIAL CONSIDERATIONS

1. The Parks and Recreation Department reserves the right to refuse the use of any Township Parks and Recreation facility or to revoke a permit for bad checks, lack of financial credibility, violation of rules and regulations, conduct inappropriate for general audiences or for extraordinary circumstances.
2. The Parks and Recreation Department reserves the right to assign employees to staff the facility at the applicant's expense, if necessary.
3. No applicant may transfer its permit to any other individual, group or organization.

## SECTION II: FACILITY USE

### A. APPLICATION

1. All applications for the use of Township Parks and Recreation facilities shall be submitted to the Parks and Recreation Office on forms provided by the Parks and Recreation Department.
2. The deadline to submit an application for a field and gym use permit is as follows:
  - a) Spring/summer season: February 1 for field or gym usage between March 1 through July 31 each year,
  - b) Fall season: July 1 for field or gym usage between August 1 and November 30 each year,
  - c) Winter season: November 1 for gym usage between December 1 and February 28 each year.
  - d) Any application received prior to the deadline will be held until the deadline.
3. The deadline to submit all other applications for Township Parks and Recreation facilities, (such as the Farmhouse, Carriage House, Pavilions, Lion's Grove, Meeting Rooms, etc.) is two weeks prior to the event. The Parks and Recreation Department may accept applications up to the day of the event if facilities are available and there is sufficient time and resources to process the application.
  - a) Every applicant, and every applicant's contractor who provides services on behalf of the applicant, is required to submit a Certificate of Insurance naming Upper Southampton Township as an additional insured with the following minimum amount of coverage:
    - a) A minimum of \$1,000,000 in general liability and a minimum of \$1,000,000 in property damage insurance. These amounts may be increased from time-to-time based on the recommendation of the Township's insurance carrier.
    - b) Workers Compensation insurance is required if an applicant has employees.
4. All applications must be signed by at least one responsible officer of the organization. In the event of an individual applying for a one-time event, such as a party, an adult responsible for and present at the event must sign the application.
5. All applications are subject to the approval and conditions established by the Parks and Recreation Department.

6. All applications for facility use by out-of-Township groups with no prior use record will be forwarded by the Parks and Recreation Director to the Parks and Recreation Board for review prior to final action of the Director.
7. Any use of the facilities involving youth ages 18 and under must have full supervision of all youths participating and/or observing. Failure to comply with this provision may result in the removal of disruptive youth(s) and/or cancellation of the event, even if it is in progress. In the event of a cancellation for this reason, fee paying users will still be required to pay the fee for the entire time granted. The Parks and Recreation Department reserves the right to establish adult/youth ratios, depending on the activity.
8. Individuals submitting an application for a one-time event may not submit an application more than twelve (12) months prior to the event.

## **B. SCHEDULING**

1. The Parks and Recreation Director or designee is responsible for scheduling of Parks and Recreation facilities. The use of Parks and Recreation facilities shall be scheduled in the following order of priority:
  - a) Parks and Recreation Department functions
  - b) Upper Southampton Boards and Commissions
  - c) Resident Youth Groups
  - d) Resident Adult Sports, Civic, Cultural, Service and Nature Organizations
  - e) Residents renting a meeting room, pavilion or other facility for one-time events, such as parties, showers, etc.
  - f) For-profit organizations and non-resident groups
2. The Parks and Recreation Director or designee may require groups to share a facility when the number of participants cannot justify the use of the entire facility, or when the requests for a particular facility is greater than the time available.
3. The Parks and Recreation Director or designee will notify the department's custodial service when groups have been given permission to use parks and recreation facilities. This provision does not relieve any user from the cleanup requirements described in Section II.C.
4. All Parks and Recreation facilities are closed when the Parks and Recreation Department is closed, unless specific approval has been received. Use of Parks and Recreation facilities during times when buildings are not normally staffed is subject to availability of Department personnel to staff the facility.
5. Use of facilities is subject to the time limits granted on the permit. All users are to have the facility cleaned up and leave at their designated times. Users who determine that additional time is required for an activity shall contact the Parks and Recreation office as soon as possible. Additional fees may be charged for additional use of the facility.

## **C. REGULATIONS**



1. All organizations/users shall comply fully with all Federal, State and Local laws and ordinances.
2. The solicitation of funds or sale of any materials without express permission of the Department is prohibited.
3. The user is responsible for any damages to the facilities and the behavior of all participants and spectators attending an approved activity.
4. The Community Center may be used as a polling place pursuant to the provisions of the Election Law. In such instances, all permits previously issued for the Community Center (which includes building use and grounds use) when elections are held are automatically revoked on the day of the election.
5. Township officials, acting in their official capacity, shall be admitted to an activity at any time, at no cost.
6. There shall be no installation of equipment or alterations to existing facilities by the users without prior written approval of the Parks and Recreation Board.
7. Any and all decorations must comply with all Township building and fire codes and receive prior approval of the Fire Marshal and Parks and Recreation Director.
  - a) No open flame decorations shall be used anywhere in the buildings.
  - b) No decorations and/or extension cords shall be fastened to any walls, ceilings, light fixtures and/or floors unless approved by the Fire Marshal.
  - c) Any and all decorations, furnishings and equipment shall be installed and removed by the user under the direction and supervision of the Parks and Recreation staff and such removal (along with debris) must be completed immediately upon termination of the activity.
8. Any and all materials brought to a Parks and Recreation facility by a user at the end of the allotted time for any day must be removed. Any materials not removed shall be removed and disposed of by the Township staff at the expense of the user.
9. In the case of groups which have use of a facility over a period of time, the Director may allow materials to be stored at the Parks and Recreation facility. The Parks and Recreation Department will not be responsible for the loss, theft or damage to any such materials or items. No drugs and/or alcoholic beverages shall be permitted on Parks and Recreation property at any time.
10. Smoking of tobacco or smoke-producing products is not permitted in any Township Parks and Recreation area. This includes all buildings, ball fields, playgrounds, play areas and parking areas.
11. All apparatus, equipment and devices owned by the Township shall be operated by a Township employee unless otherwise designated by the Director. Users operating Township equipment shall be entirely responsible for the condition of the equipment while said equipment is being utilized by a user.
12. Users may be given a key to gain entry into a Parks and Recreation facility. The user shall sign for the key and may not transfer it to anyone else without the approval of the Township. When the user is finished with the key, it shall immediately be returned to the Parks and Recreation Office.
13. Facilities are expected to be left in "broom or vacuum-swept clean" condition by users. Tables are to be cleared of debris and wiped down, trash placed in

receptacles provided, spills cleaned up, and tables and chairs or other room setup returned to the condition in which the room was found. All trash shall be properly disposed in the trash containers located in the parking lot of the Community Center or between the Barn and Carriage House in Tamanend Park. Users (paying a fee or exempt) who do not comply with this provision shall be charged by the Parks and Recreation Department for labor and other expenses required in returning a room to its original condition.

14. Due to the nature of some activities, the Parks and Recreation Department may require a deposit be paid by any user, (including those users classified as exempt). The facility will be inspected after the completion of an activity, and if the facility is found to be in satisfactory condition, the deposit will be refunded to the user. If the facility is not found to be in satisfactory condition, then any or all of the deposit will be used to properly clean the facility. Any funds remaining from the deposit will then be returned to the user. The user is responsible for any costs of cleanup not covered by the deposit.
15. All equipment used in the Gymnasium shall be approved by the Parks and Recreation Department so as to prevent personal injuries and damage to the floor, walls, room divider, ceiling, lights, etc. The following equipment is prohibited in the gymnasium: pitching machines, skateboards, rollerblades, roller skates, athletic spikes or cleats of any kind and any other equipment as determined by Township staff at any time at its own discretion.
16. All equipment used on tennis courts, outdoor basketball courts and any other recreational facility shall be approved by the Parks and Recreation Department so as to prevent personal injuries and damage to the facility. The following equipment is prohibited on the tennis courts and outdoor basketball courts: skateboards, rollerblades, roller skates, bicycles, other wheeled devices and any other equipment as determined by Township staff at any time at its discretion.

#### **D. SUPERVISION**

1. Periodic checks will be conducted by the Parks and Recreation staff to determine proper utilization of the Parks and Recreation facilities. One purpose of the check is to determine that a sufficient number of participants are involved in the activity to justify use. In the event that there are not sufficient participants, the Director may terminate the activity or require the group to share the facility.
2. The Director shall report, in writing, all instances of facility abuse to the user and Parks and Recreation Board. The Parks and Recreation staff shall report instances of abuse to the Director.
  - a) Organizations/users will be responsible for reimbursing Upper Southampton Township for any and all damages to equipment and/or facilities that occur during the time that they are using such facilities, and when notified, will not be permitted further use until payment is made in full.
  - b) If abuse of facility usage continues following the Director's written notice, the Department shall revoke any permits and/or deny the use of the facility.

- c) Once a Parks and Recreation facility use permit is revoked or application denied due to abuse, the organization/user may reapply under the following conditions:
  - 1) A three-month waiting period shall occur prior to the filing of a new application.
  - 2) A new application must be submitted and approved only by the Parks and Recreation Board during its public meeting, of which the applicant must attend.
  - 3) The organization/user shall specify, in writing, the measure it intends to implement to rectify the previously identified problem.
3. If the nature of an activity so requires, the Director shall arrange for necessary police protection and security to maintain order and protect Township property. This shall be at the expense of the user. This provision will apply to all users when deemed necessary by the Parks and Recreation Department.
4. The Parks and Recreation staff may assume charge of an activity at any time the Parks and Recreation facility is being used by an organization if a serious problem is identified. The Parks and Recreation staff has the authority to call the Police or other emergency services.

### **SECTION III: APPLICATION OF CHARGES FOR FACILITY USE**

#### **A. USERS EXEMPT FROM FEES**

1. These groups shall be charged only for:
  - a) Custodial services when janitorial staff is not normally present.
  - b) Special services, such as setup of chairs, special arrangements, etc., considered to be above and beyond the normal services of the Parks and Recreation staff.

#### **B. USERS SUBJECT TO FEES**

1. User Fees:
  - a) Fees are established by resolution by the Upper Southampton Township Board of Supervisors after review and recommendation by the Parks and Recreation Board.
  - b) Applicable custodial and operational charges shall apply.
  - c) When admission is charged, the organization using the facility is responsible for the payment of any admission tax to the appropriate taxing agency.
  - d) Use of the Parks and Recreation facilities on weekends, holidays or other times when the facility is normally closed is subject to the availability of Department personnel to staff the facility.

#### **C. FEE WAIVER TO GOVERNMENT AGENCIES**

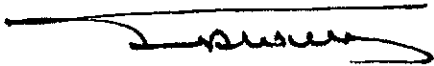
1. Special requests may be made for use of Parks and Recreation facilities by governmental agencies which have jurisdiction in Upper Southampton Township.
2. The custodial and operational costs may be waived by the Township provided that:
  - a) A written, formal application for facility use is submitted and includes a special request for an operational costs fee waiver.
  - b) The application is received a minimum of 30 days prior to the requested date.
  - c) The request for the use of the facility is for use during normal operational hours.
3. No admission is to be charged, nor donations requested.
4. In the event that the 30-day notice cannot be provided because of an emergency situation the request will be presented to the Director for immediate decision.
5. This section specifically excludes use of Parks and Recreation facilities by Township Boards and Commissions and Upper Southampton Township Sports Groups.

#### SECTION IV: EXCEPTIONS

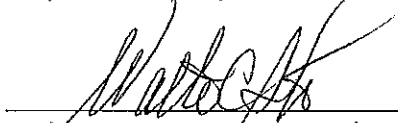
Exceptions not covered in the above procedures must be referred to the Director with the application. The Director will notify the Parks and Recreation Board of all exceptions requested.

RESOLVED THIS 7<sup>TH</sup> DAY OF JULY, 2015.

#### BOARD OF SUPERVISORS



Stephen A Wallin, Chairman



Walter C Stevens, Secretary/Treasurer