

SOUTH MIDDLETON TOWNSHIP  
FACILITY RESERVATION APPLICATION

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Primary Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary Contact Person \_\_\_\_\_ Phone: \_\_\_\_\_

FACILITIES REQUESTED:

Name of Park: \_\_\_\_\_

Facilities requested: \_\_\_\_\_

Date(s) and Time(s) requested (include time for set-up and clean-up) \_\_\_\_\_

Describe the activity \_\_\_\_\_

Will participants be charged a registration fee? NO YES Amount \_\_\_\_\_

Number of Participants \_\_\_\_\_ Number of Spectators \_\_\_\_\_

Will this activity generate revenue? NO YES

Will the proceeds be donated to charity? NO YES What charity? \_\_\_\_\_

Will additional equipment be used during event (tents, inflatables, music, etc.)? NO YES

If yes, what? \_\_\_\_\_

All individuals utilizing the park facilities will be responsible for adhering to the rules and regulations set forth in Ordinance #2018-01.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return **application, payment and certificate of liability insurance** to:

South Middleton Parks & Recreation

520 Park Drive, Boiling Springs, PA 17007

717-258-4441

Office Hours: Monday-Friday, 7:30 a.m. to 4:00 p.m.

## South Middleton Township Parks & Recreation

### USE OF PARK FACILITIES

#### APPLICATION FOR USE

- A. APPLICATION-A written application for use of athletic fields and park facilities (excluding pavilion rentals) must be submitted to the Parks and Recreation Department at least 30 days prior to requested use. If the facilities are to be used by a group or organization, the application shall be made in the name of the organization and signed by an officer or authorized representative. Any team or individual wanting to hold practices, games, camps or fundraisers on Township owned property must submit an application and receive approval for the use of the requested facility.
- B. AVAILABILITY-All applications for facilities are dependent upon the availability of the facilities. Park facilities are available from April 1 to October 31. Park hours are sunrise to sunset. Approved groups will be assigned space according to the order of receipt of application. All approved groups shall meet one of the following criteria and in the following order of priority:
  - a. South Middleton Township Municipal Departments
  - b. South Middleton Township School District
  - c. Youth organizations affiliated with South Middleton Township Parks and Recreation
  - d. Non-profit community groups located within South Middleton Township whose purpose is to provide a service to residents.
  - e. Non-profit community groups located outside the South Middleton Township borders whose purpose is to provide educational or recreational services to their members.
  - f. All other groups and businesses.
- C. INSURANCE-The applicant agrees to assume all responsibility for damage claims or liability of any kind arising out of its use of park facilities. The applicant shall be required to furnish a certificate of liability insurance naming the Township an additional insured in the amount of \$1,000,000 per occurrence to guarantee or assure assumption of liability and indemnification of South Middleton Township.
- D. SUBLETTING-The applicant may not assign, sublet or transfer its right or privileges of use of township owned facilities to any other individual, group or organization without written approval from the Parks and Recreation Department.
- E. RESPONSIBILITY-The applicant will assign a primary and secondary contact person to direct and to be responsible for the use of the facility during occupancy. One of the contact persons is to be present during the time the facility is used. All individuals utilizing the park facilities will be responsible for adhering to the rules and regulations set forth in Ordinance #2018-01.
- F. ADDITIONAL EQUIPMENT-If any additional equipment (tents, inflatable, stereo, etc.) is to be used on park property, the Parks and Recreation Department must be notified in writing on the application.
- G. REVOCATION-The Parks and Recreation Department may revoke permission if, in the Township's judgment the facility is being used improperly, the facility is not being used, or misinformation has been received from the applicant for use of the park facility.