

# **PARKS & ATHLETIC FACILITIES USE POLICY**

## **LOWER SAUCON TOWNSHIP**

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### **Introduction**

Lower Saucon Township ("the Township") has established the following policies and procedures to ensure the safe and efficient use and the equitable availability of Township park and athletic facilities. The Township reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual facilities of the parks, and the users and patrons of the parks. Any unreserved park and athletic facility is available to residents of the Township for open, unstructured, public recreation activity on a first come/first served basis.

### **Park Purpose and Mission**

- The purpose of Lower Saucon Township parks and recreational facilities is to provide age and needs appropriate skill development, sports, exercise, and entertainment products to residents and visitors of Lower Saucon Township so they can use their leisure time to pursue the recreational activities of their choosing.
- The purpose of Lower Saucon Township parks and recreational facilities is to provide greenways, parkland, and recreational facility products to residents and visitors of Lower Saucon Township so they can experience safe, clean, and enhanced facilities to recreate in the activity of their choosing.
- It is the mission of Lower Saucon Township to provide every citizen of Lower Saucon Township with an equal opportunity for safe recreational and cultural activities within a network of parks and greenways that preserves and protects the region's natural resources.
- The Township parks mission is to preserve and protect all natural and significant cultural resources and values, to provide recreational opportunities that are compatible with the protection and appreciation of park resources for diverse groups, and to provide educational opportunities to foster understanding and appreciation of the natural and human history of the region.

### **Priority of Users**

It is the policy of Lower Saucon Township to prioritize the use of park facilities to non-profit and not-for-profit organizations in the Saucon Valley. The Township has established four (4) categories of users which shall be followed in the allocation and scheduling of park facilities. The Township reserves the right to set priorities for usage based upon, but not limited to, the following: the number of participants, the residency of the participants, and the overall impact of the group or organization on the recreational needs of the Township.

**Category 1 – The Township:** Shall include activities and events sponsored or co-sponsored by Lower Saucon Township and its Park & Recreation Board and Environmental Advisory Council.

**Category 2 – Local Recreation Providers:** Defined as a non-profit or not-for-profit group organized for the primary purpose of providing and delivering recreational opportunities to the residents of the Saucon Valley (i.e. Lower Saucon Township and Hellertown Borough) regardless of whether or not a fee is charged.

**Category 3 – Local Civic, Business, and/or Educational Groups:** Shall include, but not be limited to, such organizations as the Lions Club, Rotary Club, Jaycees, historical organizations, Greater Lehigh Valley Chamber of Commerce, etc., affiliates of the Saucon Valley School District, Lehigh and DeSales University, or other private or parochial schools located in the Saucon Valley.

**Category 4 – Other Contracted Organizations:** Any non-profit or not-for-profit organization, club, individual, or group who does not fall within the definitions of the prior categories shall be considered a Category 4 user under this policy.

## **Facilities Reserved**

A facility shall be considered “reserved” upon payment of the prescribed fee and the issuance of a **Park Facilities Permit** by the Township. The Permit shall include and be subject to ALL of the following:

1. The name of the organization reserving the facility.
2. The name, address, and phone number of the individual making application and contact person for the permit.
3. The specific field or facility being reserved.
4. The date of issuance.
5. The date, time, and duration of the permit.
6. The specific fee or fees charged and specific security deposit.
7. All conditions assigned to the permit over and above the requirements of Township Ordinances or this Policy.
8. The signature of the Township Manager.
9. The signature of the applicant for the permit agreeing to conditions, restrictions, and waivers required and acknowledging that any conditions, restrictions, and waivers have been met or will be met in connection with the event for which the permit has been issued.
10. Rental request/reservations will be accepted beginning the 1<sup>st</sup> Friday in January of each year for events in that calendar year. Reservations will not be accepted less than 7 days prior to the usage date. Each request shall be judged on its own merit.
11. Full payment of fees is due at the time of reservation.
12. Security deposit, if required, is due at the time of registration.
13. Cancellation by the applicant/permit holder:
  - All cancellations are subject to a \$10 non-refundable fee. Requests must be made in writing.
14. Any and all permits required by State, County, municipality and/or other regulatory or governing body are the responsibility of the applicant requesting rental of the facility.

## **Sales on Park Property**

Lower Saucon Township reserves to itself complete and exclusive rights to regulate the sale of all goods and services sold or conducted on park property; including but not limited to: souvenirs, programs, parking permits, etc. **The sale of such items is expressly prohibited without the approval of the Township.** Food concessions must be approved by the Township and must follow all State and County Health Department requirements.

The right to grant a franchise to a third party for the sale of all goods specified is held exclusively by Lower Saucon Township and no payment, fee, percentage, or other remuneration shall accrue to the applicant/permit holder as a result of such franchise without the approval of the Township.

## **Waivers**

Lower Saucon Township reserves the right to waive policies in whole or in part; to waive restriction or conditions; to impose restrictions and conditions; to require additional security; to waive fees in whole or in part; to impose additional insurance requirements; to require township inspections and approvals; and to take such steps as may be necessary to ensure the health, safety and welfare of the residents of the Township and the users of the Park.

## **Fees & Charges**

1. The most recent schedule of fees and charges ("**Fee Schedule**") for the use of park facilities, as approved by the Township, shall be appended to and made a part of this section.
2. Any event or activity which the Fee Schedule of this section indicates as a "Special Event" shall be subject to the provisions of the Special Event Permit Application procedures (under development).

## **Facility Use Rules**

1. Registered users are to leave the park and facilities clean, sweep pavilion area, wipe off tables, and put refuse in designated containers. Sponsors of special events held at the Park, e.g., Tournaments, large group gatherings, community events, are responsible for picking up trash immediately after the event and placing this trash in appropriate containers. If the trash is voluminous, the special event applicant will be responsible for arranging for a dumpster to handle the refuse created by the event. If a Township dumpster is provided and a special pickup is required, the group sponsoring the event will be charged a fee for that pickup.
2. This reservation shall be for the designated park facility only. Other remaining park attractions and facilities are open to the public, (i.e. ball fields, playgrounds, basketball courts, restrooms, etc.)
3. In the event the organization is an athletic league, the organization shall provide the Township with a complete schedule of all games and practices to be played at the Township facility.
4. In the event a Township event or function conflicts with an organization's use of the facility identified in this agreement, the Township event or function shall have priority and the conflict will be resolved by the organization's rescheduling its use of the Township facility.
5. The Township shall have the absolute right and discretion to cancel any permission granted to any organization to use the Township facilities in the event the organization fails to fully satisfy the rules set forth in this Policy, provided, however, the Township shall give written notification to the organization of the specific rule infraction(s) and a reasonable time to correct any infraction(s) prior to cancellation.
6. Organizations shall be responsible for the supervision of parking and the supervision and control of spectators.
7. Any and all permits required by state, county, municipality and/or other regulatory body are the responsibility of the applicant requesting rental of the facility.

## **Park Use Rules**

No person shall commit any of the following acts within any Township Park:

1. Commit any disorderly act. A person is guilty of committing a disorderly act if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he (1) engages in fighting or threatening, or in violent or tumultuous behavior; makes unreasonable noise; uses obscene language, or makes an obscene condition by any act which serves no legitimate purpose of the actor.
2. Being visibly intoxicated.
3. Consuming any alcoholic beverages above an alcoholic content of 12%.
4. Throwing or propelling stones or missiles of any kind.
5. Hitting or driving golf balls.
6. Permitting animals of any kind to be within such recreation places, whether or not under control or leash (except for canines pursuant to regulations as set forth in Section 118.5.1 of the Code of Lower Saucon).
7. Throwing, depositing or draining any offensive or unwholesome substances or liquids of any kind or depositing or throwing any paper, fruit, food, refuse or lunch baskets within said recreation places, except in receptacles provided for that purpose.
8. Uttering loud, profane, offensive or indecent language.
9. Writing, painting, carving, or otherwise defacing or disfiguring any tree, bench or other structure.
10. Carrying, setting off, or discharging any firearms, air rifles, air pistols, sling shots or fireworks, including sparklers.
11. Operating a licensed motorized vehicle on other than the paved roadways or parking areas of said recreation places.
12. Operating an unlicensed motorized vehicle.
13. Operating a licensed motorized vehicle on the paved roadways or parking areas of said recreation places at a speed in excess of ten (10) miles per hour.
14. Obstructing, in any way, either totally or partially, any of the paths or roadways in said recreation places.
15. Picking or carrying any flowers, shrubs or trees that are growing or located in the recreation places.
16. Carrying any axe, saw, picks, shovels, hoes or spades.
17. Posting or displaying any sign, banner, or advertisement of a political or commercial nature.
18. Building, starting or lighting any fires except at those places or structures provided therefore.
19. Injuring or destroying any wildlife.
20. Playing baseball, tennis, football or any other game or sport at a place not designated for that purpose.
21. Violating any regulations relating to the use of any building or place.
22. Defacing, writing upon, or mutilating any notice posted within the recreation places by order of Lower Saucon Township officials.
23. Entering or leaving any recreation place by motor vehicle except at the establishing and designated ways of entrance and exit.
24. Pulling, injuring or breaking any flowers, fruits, plants, trees, grass, shrubs, turf, pump or water fixtures or any other structure.
25. Any sound amplification devices used in the park area must be in accordance with Township Nuisance Ordinance No. 78-5.

## **Liability Insurance Requirements**

1. Individual Use – Described as residents of the Township using facilities for private functions with no outside vendor participation. A copy of Homeowner, condo or tenants policy with a minimum of \$100,000 liability is required of individuals.

2. Individual Use with Outside Vendor Participation – Businesses must provide:
  - a. Certificate of Insurance indicating either Comprehensive General Liability Coverage or Named Operation and Location on not less than \$1,000,000 C.S.L.
  - b. Proof of Workers Compensation coverage for any employees of vendor
  - c. Name Lower Saucon Township, and its officers and employees as additional insured's.
3. Business Use – Non-profit or not-for-profit applicant must provide Certificate of Insurance indicating either Comprehensive General Liability Coverage or Named Operation and Location on not less than \$1,000,000 C.S.L. and naming Lower Saucon Township, and its officers and employees as additional insured's.
4. Certificates of Insurance shall state the following:
  - a. The Applicant's name and address
  - b. The Policy Data
  - c. That a minimum of 30 days cancellation notice shall be provided to the Certificate Holder

## **Hours of Operation**

Township parks and facilities are open to the public from January 1<sup>st</sup> to December 31<sup>st</sup> of each year between dawn and dusk of each day (except where lights are provided for the event with the permission of the Township). The recreation places shall be closed to the public between dusk of each day and dawn of the next day (except where lights are provided for the event with the permission of the Township).

## **Pavilion Rental Rules and Regulations**

Anyone or any group desiring to use the pavilion facilities of any recreation places shall secure a permit from the Township Manager in advance and shall pay the established fee an/or security deposit.

The Township may retain any of the security deposit necessary to repair any damaged property or clean any debris.

Prior to the issuance of any permit, all users of the pavilion shall agree to be held responsible for any damage to trees, buildings and facilities of the Township and the satisfactory cleaning up of the premises. Any expense incurred by the Township in repairing damaged property or cleaning of debris shall be billed to and paid by the individual or group issued the permit.

The Township assumes no responsibility for injury or death of any individual occurring within the recreation places, and all users of said recreation places hereby agree to assume the risk of any such injury or death.

Any person to whom a permit is issued for the use of the pavilion facilities or any recreation places shall be responsible for those persons using said pavilion facilities, and shall be present at the recreation place on the date and during the times for which the permit was issued.

The Township reserves the right to refuse, at its discretion, any permit requested, for just cause, and further reserves the right to revoke any permit previously issued, for just cause.

Users of the parks and related facilities are subject to the provisions of any applicable Lower Saucon Township Ordinance, Regulation, or Commonwealth of Pennsylvania statute.

## **Base Ball Field Rules**

It is the responsibility of the users of each field after each game to:

- Lock the bases in the locker and place the rubber fillers into the holders
- Police the grounds after each ball game and clean-up debris from that event
- Ending all ballgames and turning off the field lights (Town Hall Park) by 10:00 p.m

## **Multi-purpose Fields Rules**

- Field use may be restricted or “rested” by Township due to turf conditions
- Coaches should rotate heavy play areas during practices
- Goals should be rotated and field orientations should be changed periodically
- If possible, move soccer field sidelines of field during year

## **Closing Fields in Inclement Weather**

The Township Director of Public Works will be responsible for making the determination due to impending/actual weather to close down fields if they are too wet to play on. The Township will provide an email message to sports groups announcing the field status and will post an announcement under the “Breaking News” section on the Township website. It is the responsibility of the individual organizations to develop a system to notify their respective coaches and players of a field closing. If a team plays on a closed field, they will be subject to paying any damages to the field(s).

## **Parking**

- Parking is permitted only in designated parking areas in Township parks. Under no circumstances will parking be permitted on fields or grassed areas in Township parks
- Field schedulers are encouraged to stagger starting times whenever possible to alleviate parking problems and traffic congestion
- Organizations should instruct coaches to advise players not to arrive more than ½ hour prior to game/practice time. Carpooling is recommended whenever possible.
- Organizations should advise opposing visitor teams or parking restrictions in Township parks and are encouraged to post this information on their websites
- If needed, organizations should post directional signs to assist participant and spectators to appropriate parking areas. When traffic and/or parking are an issue for games, the organizations must provide volunteers to direct participants and spectators to designated parking areas.
- Overflow parking for events at Polk Valley Park will be at the Saucon Valley School District campus. The park can be accessed via the connector trail along Polk Valley Road due to be completed during Spring 2010.