

# **Lower Southampton Township Department of Parks and Recreation Field Use Policy**

**The purpose of this policy is to make Lower Southampton Township Parks and Recreation facilities available to organizations and individuals for recreational purposes and to provide an equitable allocation of fields and facilities. It is a goal of this policy to establish clear-cut guidelines, rules and regulations for field use and facility use.**

## **I. Method of Allocation of Township Facilities and Fields**

A. The Lower Southampton Township Recreation Board will use due diligence to find playing fields and facilities for all groups and individuals who apply.

B. Accredited athletic associations will have priority use of fields and concession stands for seasonal use. The Recreation Board will accredit sports organizations on a yearly basis.

C. Residents, groups or organizations wishing to use a field or facility for a special event at a particular time must apply for a special event permit from the Director of Parks and Recreation. Requests should be made at least 30 days before the event. Fees may be assessed.

D. Lower Southampton Township sponsored events,

programs and activities have preference over all requests for fields and facilities.

E. Field and facility users must adhere to all Township ordinances and facility rules and regulations.

F. The Township reserves the right to revoke approval of any application or cancel the proposed event or activity which has been previously approved.

## **II. Method of Accreditation of Sports Groups**

A. The Recreation Board will accept requests from sports organizations for accreditation. Requests must be received by the Director of Parks and Recreation by January 10th of each year. All requests will be reviewed at the Recreation Board's February meeting. Organizations receiving accreditation are requested to have a representative present at Recreation Board meetings.

B. Sports organizations requesting accreditation must show evidence of the following:

1. Community participation – Organization include a minimum of 75% Lower Southampton Township residents. Residents will be substantiated by the organization's past year's rosters complete with names, addresses and phone numbers of all participants for each sport.

2. Organizational administration – Organization to provide

the following:

- a) List of Board of Directors to include names, positions and phone numbers.
  - b) Organizational bylaws and mission statement.
  - c) Certificate of liability insurance in the amount of \$1,000,000.00 with Lower Southampton Township named as additional insured.
  - d) Current budget
3. Non-profit group.
4. National affiliations – Provide information and policies pertaining to coach training, certifications and affiliations (National Little League, National Association of Youth Sports, etc.).

### **III. Special Permits**

A. The Department of Parks and Recreation will issue special permits subject to the following standards:

1. Eligible groups include community groups, non-profit groups, on-profit groups, sports groups and business groups.
2. Eligible groups include sports tournaments, picnics, games (softball, baseball, etc), meetings, clubs and camps.
3. Activity is “not for profit” activity.
4. Activity does not seriously impact traffic or parking.

5. Activity does not conflict with any township ordinance.
  6. Activity does not exclude the use of the field or facility by the public.
- B. The Recreation Board will review applications from groups or for activities **not meeting** these standards with final approval to come from the board of Supervisors.

#### **IV. Seasonal Field Use**

- A. Applications for seasonal field use must be received by the Director of Parks and Recreation by January 10th of the year is requested.
- B. The Recreation Board will review applications at its February Meeting with final approval and allocations to be made at its March meeting.
- C. Applications must include the following review:
1. Facility Use Request Form signed by authorized person.
  2. List of board of Directors.
  3. Updated rosters.
  4. Copy of previous season's practice and games schedules to include all fields used including non-township fields.

5. Copy of certificate of insurance for prior year. Current year certificate must be submitted to the Department of Parks and Recreation prior to start of the season.

## **V. Responsibilities and Limitations of Applicants**

A. All field and facility uses adhere to all park rules and regulations.

B. Users re responsible for trash and litter during use.

C. Users responsible to lock up the building and turn off any lighting.

D. Users are responsible for the restrooms while using the facility including daily inspection and cleaning the restrooms.

E. Users are required to report any problems, damage or dangerous conditions associated with the field or facility being used immediately to the Public Works Department.

F. Users may not transfer use of the field or facility without the consent from the Director of Parks and Recreation.

G. No temporary or permanent structure can be erected on Township Property without written consent from the Township.

H. No Alterations are to be made to any township property without written consent from the Township.

I. All requests for alterations must be made in writing to Department of Parks and Recreation to be reviewed by the Public Works Department, Licenses and Inspections and/or the Recreation board. Major alterations are those which may require permits.

## **VI. Responsibility of Township**

A. Township will perform all necessary maintenance to ensure the safety of all users of the fields and facilities.

B. Township will perform routine maintenance including mowing of fields, weed and feed and periodic cleaning of the restrooms. All other preparations or maintenance of fields or facilities will be the responsibility of seasonal users,

C. Township will provide infield mix for all ball fields.

D. Township will close a field or facility in the event or poor or Hazardous conditions.

E. Township will keep records of schedules and availability of fields or facilities for use.

G. Township will schedule a meeting with representatives of the Accredited athletic associations prior to seasonal use to address maintenance issues, improvements and other

concerns.

## **VII. Fees and Charges**

**A.** Fees and charges may be charged for field and facility use.

**B.** Fees will be applied to the Recreation fund to be used for field and Facility maintenance and improvements.

**C.** No fees will be charged to the accredited athletic association or Township organizations unless the activity generates extra expense for the township.

**D.** A minimum fee of \$50.00 per day will be charged to groups wishing to use a field or facility. If there is increased expense to the Township as a result of use of the field or facility, the fee may be greater.

**E.** Businesses requesting use of Township fields for profit will be assessed fees as per agreement based on recommendations by the Recreation Board with the final approval of the Board of Supervisors.

**F.** Fees maybe waived with the approval of the Recreation Board or Township Manager.