



# Montgomery Township Park & Recreation

1001 Stump Road, Montgomeryville, PA 18936-9605  
215-393-6900 • 215-855-6656 (Fax) • www.montgomerytwp.org  
fshaffer@montgomerytwp.org

## FACILITIES & FIELDS USE PERMIT APPLICATION

Please allow at least 30 days for review and confirmation. Once your permit has been approved, you will receive a copy of the approved permit, confirming your reservation. Bring your copy of the approved permit with you on the day of your function. Please note attached 1) Facilities & Field Use Policy, 2) Park Ordinance, and 3) Fee Schedule.

### APPLICANT'S CONTACT INFORMATION

Organization Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Event Date: \_\_\_\_\_

Start Time (including set-up): \_\_\_\_\_ End Time (including clean-up): \_\_\_\_\_

Address: \_\_\_\_\_

Community and Recreation Center Member     Resident     Non-Resident

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Requested Park (please select exact facility on reverse side): \_\_\_\_\_

Purpose/Reason for Use: \_\_\_\_\_

Number of People expected: \_\_\_\_\_ Number of Cars expected: \_\_\_\_\_

Facility/Field Fee (refer to schedule of fees)\*: \_\_\_\_\_

*\* 75% of group must consist of Township Residents in order to qualify as a resident group.*

### APPLICANT'S WAIVER & RELEASE

#### Indemnification

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless Montgomery Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of Montgomery Township.

#### Waiver of Subrogation

To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against Montgomery Township and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's use or occupancy of the premises of Montgomery Township or arising out of Applicant's operations on, at or adjacent to any premises of Montgomery Township. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of Montgomery Township and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

#### Damage to Property of the Applicant and its Invitees

The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Montgomery Township.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receipt

*Please complete Page 2.*

**Required Information (Must be completed):**

- Will you be bringing/installing any tents? Y/N If yes, how many? \_\_\_\_\_ What size? \_\_\_\_\_
- Will you be bringing a grill? Y/N If yes, how many? \_\_\_\_\_
- Any large equipment? (example, Moonbounce) Please specify: \_\_\_\_\_

<b>William F. Maule Park at Windlestrae – Main:</b>	<b>Spring Valley Park:</b>
<input type="checkbox"/> Pavilion – Lights <input type="checkbox"/> Baseball Field – CHMF #1 – Lights <input type="checkbox"/> Baseball Field – CM #2 – Lights <input type="checkbox"/> Baseball Field – LL #3 <input type="checkbox"/> Baseball Field - #4 <input type="checkbox"/> Hennings Soccer Field <input type="checkbox"/> Soccer Field - #1 – Lights <input type="checkbox"/> Soccer Field - #2 – Lights	<input type="checkbox"/> Pavilion – Lights <input type="checkbox"/> Baseball Field - TWP #1 <input type="checkbox"/> Baseball Field - #2 <input type="checkbox"/> Baseball Field - #3 <input type="checkbox"/> Baseball Field - #4 <input type="checkbox"/> Soccer Field - #1 <input type="checkbox"/> Soccer Field - #2 <input type="checkbox"/> Soccer Field - #3 <input type="checkbox"/> Soccer Field - #4 <input type="checkbox"/> Sand Volleyball Court <input type="checkbox"/> Street Hockey Court – Lights <input type="checkbox"/> (2) Basketball Courts – Lights - # of courts requested _____ <input type="checkbox"/> (4) Tennis Courts – Lights - # of courts requested _____
<b>William F. Maule Park at Windlestrae – Rose Twig:</b>	<b>Fellowship Park:</b>
<input type="checkbox"/> Pavilion <input type="checkbox"/> Softball Field - #1 <input type="checkbox"/> Softball Field - #2 <input type="checkbox"/> Softball Field - #3 <input type="checkbox"/> Soccer Field - #1 <input type="checkbox"/> Soccer Field - #2 <input type="checkbox"/> Street Hockey Court <input type="checkbox"/> (2) Basketball Courts - # of courts requested _____ <input type="checkbox"/> (4) Tennis Courts - # of courts requested _____	<input type="checkbox"/> Softball field <input type="checkbox"/> Soccer field <input type="checkbox"/> (4) Tennis Courts - # of courts requested _____ <input type="checkbox"/> Basketball Court <input type="checkbox"/> Volleyball Court
<b>William F. Maule Park at Windlestrae – Zehr:</b>	<b>Whistlestop Park:</b>
<input type="checkbox"/> Soccer Field - #1 <input type="checkbox"/> Soccer Field - #2 <input type="checkbox"/> Soccer Field - #3	<input type="checkbox"/> Baseball Field - CM <input type="checkbox"/> Softball Field – Lights <input type="checkbox"/> Basketball Court <input type="checkbox"/> Street Hockey Court
<b>Whispering Pines Park:</b>	<b>Municipal Building (Gazebo) Park:</b>
<input type="checkbox"/> Street Hockey Court <input type="checkbox"/> Basketball Court	<input type="checkbox"/> Gazebo

If requested park is not available, please list second choice \_\_\_\_\_

**TOWNSHIP USE ONLY**

**Approve or Deny:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Montgomery Township Facility & Field Use Fee Schedule**

<b>Pavilion / Gazebo</b>	<b>Basketball-Tennis-Volleyball Courts &amp; Street Hockey</b>	<b>Baseball/Softball &amp; Soccer Fields</b>
<p align="center"><b>Resident:</b> \$5 per hour</p> <p align="center"><b>Non Resident:</b> \$25 per hour</p>	<p align="center"><b>Resident:</b> \$5 per hour</p> <p align="center"><b>Non Resident:</b> \$25 per hour</p>	<p align="center"><b>Resident:</b> \$5 per hour</p> <p align="center"><b>Non Resident:</b> \$25 per hour</p>
<b>Tournaments</b>		
All Tournaments: May 1 – November 15: \$200 per field, per day		
<b>Special Events</b>		
<p>Payment submitted with permit.</p> <p>Permits are obtained through Montgomery Township’s Planning/Zoning Department.</p>		
<b>Fundraising Events for Non-Profit Organizations</b>		
No fee, as long as 100% of the proceeds, after expenses, are donated to a charitable organization.		



**MONTGOMERY TOWNSHIP**  
1001 Stump Road  
Montgomeryville, PA 18936

## **MONTGOMERY TOWNSHIP FACILITIES AND FIELDS USE POLICY**

### **PURPOSE:**

To establish a uniform policy relating to the use of various Township-owned facilities, including but not limited to parks, athletic fields, and pavilions, hereinafter referred to as "Facilities/Fields", and to establish rules, procedures and fees related to the use of those Facilities/Fields. These Facilities/Fields can be reserved by Township or non-Township based individuals, athletic groups/associations, corporations, associations, firms or similar entities hereinafter referred to as "Individual(s)/Group(s)." However, priority will be given to Township-based Individual(s)/Group(s).

Montgomery Township Facilities/Fields must be maintained for the enjoyment and use of all residents and visitors. An effective usage policy is essential for safe and quality Facilities/Fields and this document is also specifically intended to prevent injury to Facilities/Fields users and to prevent damage to the playing surfaces. The Individual(s)/Group(s) using the Facilities/Fields are expected to assist Montgomery Township by accepting and adhering to the policies and procedures outlined in this document.

In addition to this Facilities and Fields Use policy, all Individual(s)/Group(s) using the Facilities/Fields must abide by the Township's applicable ordinances, including but not limited to, Chapter 166, of the Montgomery Township Code, entitled "Parks and Recreation Areas", the Recreation Refund Policy and Facility and Field Use and Tournament Permit forms.

### **I. POLICIES**

- A. These procedures shall apply to the use of all Facilities/Fields owned by the Township.
- B. The Montgomery Township Board of Supervisors retains the authority to amend this Policy from time to time as it deems appropriate.
- C. Township Staff is authorized to administer such procedures and policies as are necessary to insure safe and efficient operation of Facilities/Fields.

- D. Uses of Facilities/Fields are contingent upon Individual(s)/Group(s) observance of established policies and procedures. A copy of this policy will be attached to and made a part any Facility and Field Use Permit.
- E. Montgomery Township-sponsored programs or activities will have first priority for use of all Facilities/Fields. Montgomery Township reserves the right to cancel any permitted activity if a Facility/Field is needed for its own use.
- F. All other Individual(s)/Group(s) may apply to reserve Facilities/Fields on a first come, first served basis.
- G. Montgomery Township residents will take priority over non-residents if reservations are requested for the same time and location.

## II. APPLICATION CONSIDERATIONS FOR FACILITIES/FIELDS

- A. Montgomery Township Recreation Office Staff, in coordination with applicable Township Departments (i.e., Public Works, Police, & Fire, etc.), is authorized to administer, schedule, and approve Facility and Field Use Permits received in accordance with provisions of this policy. The Recreation Office will be the point of contact for processing permits.
- B. Individual(s)/Group(s) may apply to reserve Facilities/Fields on a first come, first serve basis beginning in January of each year.
- C. The Recreation Office will develop schedules for all Facilities/Fields by coordinating all Facility and Field Use Permit applications as they are received. The Township reserves the right to move teams or leagues, or to reduce the number of fields or days assigned or length of time on particular permits at any time.
- D. Facilities/Fields may not be used for the following uses:
  - i. To conduct political activities or whose intent is to influence legislation or participate or intervene, either directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office.
  - ii. To endorse or promote a candidate or political party, for partisan or promotional gatherings, or for debates for election to political office.
  - iii. Gambling of any form.
  - iv. Religious instruction or religious services.

- E. All specialized equipment and materials brought onto Facilities/Fields/Fields must be specifically mentioned on the Facility and Field Use Permit Application form and approved (*i.e.*, large tent(s), large sports equipment, food vendors, etc).

### III. FEES FOR FACILITIES/FIELDS USE

- A. Fees must be submitted with the Facility and Field Use Permit Application.
- B. Violation of any portion of this policy or application may result in cancellation or termination of the Facility and Field Use Permit and forfeiture of any or all payments and fees.

### IV. RESERVATION PROCESS FOR FACILITIES AND FIELDS

- A. Individual(s)/Group(s) who wish to reserve any of the Township's Facilities/Fields must complete a Facility and Field Use Permit Application (available at the Recreation Office or at the Township's website at [www.montgomerytwp.org](http://www.montgomerytwp.org)) for submission to the Recreation Office, along with any required documentation (*i.e.*, fee payment, Certificate of Liability Insurance).
- B. Approval to use the requested Facility/Field is not in effect until all paperwork has been received and approved by the Township.
- C. Facility and Field Use Permit Applications must be submitted to the Recreation Office at least 30 days prior to the desired date of use. The Certificate of Liability Insurance, if required, must be submitted to the Recreation Office at the time of application and prior to the review of the permit. Applications submitted less than 30 days in advance of the desired event date, may not be issued in sufficient time to meet the Individual(s)/Group(s) requested start date.
- D. In order to manage a reasonable Facilities/Fields use calendar, seasonal or multi-use Individual(s)/Group(s) must submit their Facility and Field Use Permit Application(s) by category according to practices and games. (Note: For Tournament Permits, see Section VIII).

- E. Individual(s)/Group(s), with 25 or more participants, applying for use of one of the Township's Facilities/Fields must provide a Certificate of Liability Insurance prior to issuance of a Facility and Field Use Permit.
- F. Facilities and Fields Use Permits will be granted contingent upon the condition that all rules and regulations established by the Township will be observed.
- G. The Township reserves the right of full access to all activities at any time in order to ensure that all rules, regulations, and laws are being observed.
- H. The Individual(s)/Group(s) must sign a hold harmless agreement, as provided on the Facility and Field Use Permit Application form, and assume all liability for damage to, or theft of, Township property.
- I. The Individual(s)/Group(s) making use of the Facilities/Fields are not afforded public liability, property damage, or any other type of insurance protection under the insurance policies of Montgomery Township.
- J. The Individual(s)/Group(s) will be responsible for reimbursing Montgomery Township for damage or missing Township items. In order to recover costs, the Township may pursue all collections and legal remedies at its disposal.
- K. Facility and Field Use Permits shall only be issued to adults 18 years of age and older.
- L. Facility and Field Use Permits are not transferrable to another Individual(s)/Group(s).
- M. Individual(s)/Group(s) must have a copy of their approved Facilities and Field Use Permit with them during the event.
- N. The Montgomery Township Recreation Office and/or Board of Supervisors may deny or revoke any permit should circumstances warrant.

**V. RULES AND REGULATIONS FOR USE OF FACILITIES AND FIELDS**

- A. Individual(s)/Group(s) must comply with state laws, local ordinances, and rules of the various Township Departments (i.e., Police, Fire, and Planning).
- B. Cancellation of scheduled games/events must be made within a time frame that could allow rebooking of the /Field. If proper notification is not given, the Individual(s)/Group(s) may be liable for any charge initially assessed for administrative costs, if applicable.

- C. Individual(s)/Group(s) shall assume responsibility for making appropriate announcements to all in attendance pertaining to the rules and regulations of Montgomery Township.
- D. Montgomery Township is not responsible for any lost, stolen, or damaged articles.
- E. Individual(s)/Group(s) are responsible for their own set-up and clean-up. All Facilities/Fields must be left in a clean and orderly fashion.
- F. Any work performed on Montgomery Township property may only be performed by Montgomery Township employees or Township-approved contractors. Permission to have work of any nature performed on Township Facilities/Fields must be applied for and approved by the Director of Public Works.
- G. Montgomery Township reserves the right to limit the amount of scheduled and non-scheduled use of any Facility/Field to prevent excessive damage.

**VI. CANCELLATION OF FACILITIES AND FIELD USAGE**

Closure of Township Facilities and Fields may occur on occasion and reasons may include, but are not limited to, field resting, maintenance (including repair, pesticide and fertilization applications) and inclement weather.

Conditions of the Facilities and Fields will be assessed by the Public Works Department and the Recreation Office. The North Penn School District cancellation policy for use of fields during inclement weather will be followed.

When weather or any other conditions make the Facilities/Fields unsuitable for activity or play, a "No Play" provision will be in effect for all Individual(s)/Group(s). For inclement weather, it is the Individual(s)/Group(s) responsibility to verify the play status of the Field(s) prior to use either by notification by North Penn School District, or by accessing the North Penn website @ [www.npenn.org](http://www.npenn.org) for "No Play" notices. If an Individual(s)/Group(s) use a closed field, the Individual(s)/Group(s) will be responsible for any damage caused to that field.

Any Individual(s)/Group(s) that ignores the "No Play" notification and uses a closed field will be subject to immediate cancellation of their permits and could be subject to fees to restore the Facilities/Fields back to an acceptable condition as determined by Montgomery Township.



VII. **TOURNAMENT PLAY**

Whereas Montgomery Township recognizes that some Individual(s)/Groups have requirements for Tournament play, the primary responsibility of the Township is to the community with regards to safety and overall conditions of the fields. All processes set forth in this policy pertaining to use of Facilities and Fields Usage shall be followed for Tournament Play. In addition, the following regulations shall apply:

- A. Any Individual(s)/Group(s) proposing to host a tournament must submit a Tournament Permit Application form for each specific tournament, including any applicable fees. Based on the information received, Montgomery Township will make a determination whether a permit will be issued for the tournament.
- B. No tournaments of any type will be allowed following the second weekend in November through April 30 without special approval from the Montgomery Township Board of Supervisors.
- C. Any Individual(s)/Group(s) using any of the Township's Facilities/Fields shall be financially responsible for the cost of repair and restoration of any damage caused during use that is beyond reasonable wear and tear.
- D. Adequate police supervision must be provided for any Tournament as may be required by the Chief of Police. Arrangements must be made with the Montgomery Township Police Department and fees may apply. The requirement for police coverage may be waived, based upon information provided on the Tournament Permit Application form.
- E. A Special Events Permit will also be required for all Tournaments to be held on Township Facilities/Fields. This permit is available at [www.montgomerytp.org](http://www.montgomerytp.org) or by contacting the Planning/Zoning Department at 215-393-6900.

Adopted by the Montgomery Township Board of Supervisors this 24th day of January, 2011.

I acknowledge that I have received, read, understand and agree to abide by the "Montgomery Township Facilities and Field Use Policy."

\_\_\_\_\_  
**Name:**

\_\_\_\_\_  
**On behalf of:**



## Montgomery Township Park & Recreation

1001 Stump Road, Montgomeryville, PA 18936-9605

215-939-6900 • 215-855-6656 (Fax)

### Insurance Requirements

Compliance with the terms of this section is **REQUIRED**:

1. The Applicant shall purchase and maintain throughout the term of this agreement or its use or occupancy of Montgomery Township premises commercial general liability insurance or its equivalent with minimum limits of:
  - \$1,000,000 each occurrence;
  - \$1,000,000 personal and advertising injury;
  - \$2,000,000 general aggregate; and
  - \$1,000,000 products/completed operations aggregate.
2. This commercial general liability insurance or its equivalent shall include coverage for all of the following:
  - a. Liability arising from premises and operations;
  - b. Liability arising from products and completed operations;
  - c. Contractual liability including protection for the Applicant from bodily injury and property damage claims arising out of liability assumed under this agreement;
  - d. Liability arising from the explosion, collapse, or underground (XCU) hazards;
  - e. Liability arising from athletic or sports participation; and
  - f. Liability arising from bodily injury to spectators.
3. Montgomery Township and the Montgomery Township's elected and appointed officials, officers, agents, employees and authorized volunteers shall be named as additional insured on this commercial general liability insurance policy as respects Applicant's use or occupancy of the premises of the Municipality. Use of ISO form CG 2026, Additional Insured – Designated Person or Organization, or its equivalent is required.

# Chapter 166

## PARKS AND RECREATION AREAS

[HISTORY: Adopted by the Board of Supervisors of the Township of Montgomery 4-19-1982 by Ord. No. 53A. Amendments noted where applicable.]

### GENERAL REFERENCES

Park and Recreation Board — See Ch. 30.

Disturbing the peace — See Ch. 86.

Alcoholic beverages — See Ch. 58.

Firearms and hunting — See Ch. 107.

Building construction and fire prevention — See Ch. 69.

### § 166-1 Hours.

[Amended 8-2-1993 by Ord. No. 93-18]

A.

The park shall be open only from sunrise to one hour after sunset, except where the park is illuminated at nighttime, in which case the illuminated portion of the park shall be open until 11:00 p.m.

B.

Special permission for use following one hour after sunset may be obtained upon application made at the Montgomery Township Administration Building, at least five days in advance, to the Montgomery Township Park and Recreation Board, but in no case shall the park be open after 10:00 p.m., excepting where the designated park is illuminated, in which case the park shall not be open after 11:00 p.m.

C.

In the event that as a result of further development of park and park areas there are park areas which are partially illuminated, the illuminated portion of the park shall be opened until 11:00 p.m., but the non-illuminated area of the park shall be closed one hour after sunset.

### § 166-2 Permitted use.

The parks are open for use only by residents of Montgomery Township and their accompanied guests. Visibly intoxicated persons are excluded at all times.

### § 166-3 Alcoholic beverages.

It shall be unlawful for any person to have in his or her possession, custody or control within the parks any alcoholic beverage of any kind whatsoever; the bringing, possession and consumption of alcoholic beverage of any kind within the parks is unlawful.

#### **§ 166-4 Destruction of property.**

It shall be unlawful to damage, destroy, remove, deface or vandalize any trees or shrubs or any other property of the Township within the parks.

#### **§ 166-5 Fires.**

All fires are prohibited except cooking fires in fireplaces, grills or other equipment furnished for cooking purposes in designated areas when under adult supervision. All such fires must be completely extinguished before leaving. Fires are not permitted when there is a danger of spread because of wind or dry conditions, and, in all cases, use of fires shall be subject to the Montgomery Township Fire Code.

*Editor's Note: See Ch. [69](#), *Building Construction and Fire Prevention*.*

#### **§ 166-6 Smoking.**

Smokers are warned to use care in the use and disposal of matches, cigarettes, cigars and pipes. Any damage caused by negligent smokers shall be treated as a violation of park rules, and the responsible party shall be subject to both fines and assessments for any damage caused to park property.

#### **§ 166-7 Motor vehicles and trailers.**

Automobiles, trucks, vans and trailers are prohibited except in the parking area designated unless special permission is obtained upon application made to the Montgomery Township Park and Recreation Board.

#### **§ 166-8 Groups.**

Use of the parks by groups in excess of 25 in number is prohibited except with special permission upon application made to the Montgomery Township Park and Recreation Board.

#### **§ 166-9 Prohibited acts.**

The following are not allowed within the parks at any time or under any circumstances:

**A.**

Hunting and trapping.

**B.**

Carrying or discharging firearms, air rifles, bows and arrows, slingshots, rockets and fireworks of any kind.

C.

Throwing of rocks, stones or other missiles.

D.

Disorderly conduct, disturbing the peace, profane or obscene language and fighting.

E.

The use of golf clubs and golf balls, except in Windlestrae Park, provided that the golf clubs and golf balls are used only in the areas defined and designated at the site for driving of golf balls and only at the hours fixed by the Township Park and Recreation Board and confirmed by resolution of the Board of Supervisors.

**[Amended 8-20-1990 by Ord. No. 53B]**

F.

Dumping of trash, tin cans, garbage, litter or junk other than in trash receptacles.

G.

All motorized vehicles (such as defined in but not limited to those defined in the Pennsylvania Motor Vehicle Code) are prohibited within the Township parks except while being operated upon designated roadways and parking lots. In no way shall this prohibit electronic aid devices (such as motorized wheelchairs) used by persons with disabilities.

**[Amended 6-22-1998 by Ord. No. 98-98]**

H.

No motorized vehicles shall be operated upon seeded or natural areas of any Township park and recreation area, except emergency vehicles and park maintenance vehicles.

**[Amended 6-22-1998 by Ord. No. 98-98]**

I.

Signs, placards or advertisements other than upon designated bulletin boards.

J.

Horses or horseback riding.

K.

The use of roller blades, roller skates, skateboards or any device which would mar the surface on the tennis courts in all Township-owned and -leased parks and recreational areas are not allowed at any time or under any circumstances.

**[Added 7-14-1997 by Ord. No. 97-80]**

L.

All activities upon the tennis courts which are not incidental to or pertaining to tennis are prohibited within all Township-owned and -leased parks and recreational areas.

**[Added 7-14-1997 by Ord. No. 97-80]**

**§ 166-10 Violations and penalties.**

**[Amended 6-22-1992 by Ord. No. 92-1]**

Any person who shall violate any of the provisions of these rules and regulations shall, upon conviction before a District Justice, be adjudged guilty of a summary offense punishable by a fine of not more than \$600 and costs of prosecution and, in default thereof, imprisonment in the county jail for a period not exceeding 30 days. Each and every violation shall constitute a separate offense, and the imposition of one penalty shall not excuse the violation or permit it to continue. The application of the penalty shall not be held to prevent the enforced removal of prohibited conditions.

**§ 166-11 Scheduling.**

**[Added 11-15-1993 by Ord. No. 93-26]**

The Park and Recreation Board shall be responsible for the scheduling of all events and use of Township parks. This scheduling shall be controlled through the Township Manager's office during normal business hours.