



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. There are no fees associated with the use of Facilities/Fields for Montgomery Township residents, organizations, or businesses. For non-Township Groups/Individuals, organizations or businesses, a permit fee may be charged in accordance with the Township Fee Schedule.
- B. Fees, if applicable, must be submitted with the Facility and Field Use Permit Application.
- C. 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) 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 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 during the months of November 1 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's to be held on Township Facilities/Fields. This permit is available at www.montgomerytpw.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: