



UPPER PROVIDENCE TOWNSHIP FIELDS/FACILITIES APPLICATION DIRECTIONS

A permit is necessary for groups with 25 or more participants

1. Complete and submit an executed application. Only properly completed applications will be considered. Incomplete applications will be returned and may delay the issuance of a permit. Applications must be executed by the individual (21 years of age or older) making the application; or in the case of an organization making the application, by an officer empowered to act on behalf of the organization.
2. Complete and submit the Hold Harmless Agreement.
3. Submit a current certificate of insurance indemnifying the Upper Providence Township Parks and Recreation Board, and Upper Providence Township. Minimum insurance coverage required: \$1,000,000 public bodily injury liability and \$50,000 property damage liability.
4. (RESIDENCY REQUIREMENTS) A minimum of eighty (80%) percent of the members of the organization making the application must be permanent residents of any of the townships/municipalities serviced by the Rose Tree Media School District. Failure to meet this residency requirement may be cause to reject and/or revoke permits. Any organization found operating in violation of the residency requirement (whether or not a permit has been issued) is subject to removal.
5. All applications should be submitted at least sixty (60) days prior to the (first) requested use date set forth in the application. Applications received less than sixty (60) days prior to the (first) requested use date may not be considered. In the case of more than one application requesting a certain date, assignments will be made based on type of use, past use history and any other criteria deemed in the best interest of the community.
6. Submit the required fee in accordance with the Upper Providence Fee Schedule. Field/Facilities usage fees are based on a set cost per participant/coach/supervisor per event to cover maintenance and utility costs. **For seasonal use, the fee is \$10.00 per individual per season. For one-time use, there is a flat fee of \$50 for adult groups and no fee for youth organizations.**

*The Upper Providence Township Recreation Board and Upper Providence Township reserve the right to deny the granting of a Permit for reasons other than improperly submitted Application, including for any reason that is not otherwise restricted by any law.



Upper Providence Township 935 N. Providence Road Media, PA 19063

Application for use of Township Fields/Facilities for Organizations with 25 or more participants

Date: _____ Organization: _____

Please check one: ☐ Youth Organization ☐ Adult Group

Percentage of Rose Tree Media School District residents in %: _____

Insurance Co.: _____ Policy #: _____

(A certificate of insurance must accompany this application.)

Individual Making Application:

Name: _____

Address: _____

Phone: _____

Field/Facility Requested: _____ Date(s) requested: _____

Time of day requested: _____ Day(s) requested _____

Describe the event for which the field/facility is being requested:

Number of participants: _____

Will anything be sold at the event (snack bar, apparel, etc.): _____

REGULATIONS:

1. (PERMIT PRESENTATION POLICY) Permit must be on site and available for review by the Upper Providence Township Police, Township Administration and/or the Upper Providence Recreation Board. The organization (or officials thereof) receiving the permit must be on the field or the permit will be revoked. Any organization found to be using Township property without a valid permit is subject to fines and removal.
2. (INCLEMENT WEATHER POLICY) The Township fields may not be used during inclement weather. (Determination as to what constitutes inclement weather shall be left to the organization receiving the permit in consultation with the Upper Providence Township Police, Township Administration and/or Upper Providence Recreation Board). Any organization found operating in violation of this inclement weather policy (weather or not a permit has been issued) will be in charge of a maintenance restoration fee and is subject to removal and, if applicable, permit revocation.
3. (ALCOHOLIC BEVERAGES POLICY) Alcoholic beverages are prohibited on public property (the Township's fields and facilities) in Upper Providence Township. Any instance of failure to comply with this Alcoholic Beverages Policy (whether or not a permit has been issued) may result in fines, arrest, removal and, if applicable, permit revocation.
4. (REFUSE CONTROL POLICY) The organization receiving the permit shall be responsible for the care of the field/facility for which the permit has been issued. Field/facility, including any spectator area, must be left devoid of trash and must be in a condition/appearance similar to that of prior to the program for which the permit has been issued. (If the Townships trash containers are full, trash must be placed in secured plastic trash bags physically removed from the field/facility by the organization receiving the permit.) Any organization found operating in violation of this Refuse Control Policy (whether or not a permit has been issued) will be charged a maintenance/refuse removal fee and is subject to fines, removal and if applicable, permit revocation.
5. (SAFETY/GOOD NEIGHBOR POLICY) The organization receiving the permit shall be responsible for the safety of all persons (participants and spectators) involved in the program for which the permit has been issued and shall be accountable to Upper Providence Township residents, living within close proximity to the field/facility, for the behavior of all persons (participants and spectators) involved in the program for which the permit has been issued.

On site deployment of security (including traffic control) fire/rescue and emergency medical personnel in accordance with the type and the number of persons (participants and spectators) involved in the program is required;

All vehicular traffic must be properly regulated in accordance with the rules of the Townships roads and streets that are proximate to the field/facility, as well as the traffic rules of the field/facility itself. Parking may take place in designated parking areas only.

Disorderly conduct in any form, including but not limited to any conduct that takes place in any neighborhood proximate to the field/facility, by any person (participant and spectators) involved in the program in which the permit has been issued will not be tolerated;

On site availability of bathroom facilities is required to be in accordance with the type of event and the number of persons (participants and spectators) involved in the program. If the permanent bathroom facilities at any field/facility are determined to be inadequate, the organization receiving the permit shall be responsible for the delivery, maintenance and removal of temporary bathroom facilities;

Open fires and incendiary devices (fireworks) are not permitted except in instances where the Township has issued a valid permit in accordance with the recommendations of the Fire Marshall;

The Townships fields/facilities may not be used after dark except in instances where the Township has issued a valid permit;

Any instance or failure to comply with this Safety/Good Neighbor Policy (whether or not a permit has been issued) may result in fines, arrest, removal and if applicable, permit revocation.

I, _____, do hereby affirm that I am an officer, director and/or agent of _____ (hereinafter "Applicant"), and that I am empowered to act on behalf of Applicant.

I further affirm that all the information set forth is true and correct and that if a permit is granted, the event will take place in the manner, on the date(s), during the times and with the number of people described herein.

I further affirm that I have read and agree, on behalf of Applicant, to abide by the Upper Providence Parks and Recreation Boards policies for use of fields/facilities as set forth in the preceding section, entitled Regulations of this application.

_____ Signature	_____ Date
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_____ Approval by Recreation Board	_____ Date	_____ Approval by Council	_____ Date
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Reason permit not granted (if applicable): _____

OFFICE USE ONLY			
Application Date _____	Fee Paid _____	Check # _____	Rec'd by: _____
Permit # _____	Date issued: _____	Rec'd from: _____	



Hold Harmless Agreement

In consideration of permission granted by Upper Providence Parks and Recreation Board (hereinafter "Board") and/or Upper Providence Township (hereinafter "Township") for the use of its fields/facilities, Applicant agrees to assume all risk of damage for injury to the property of; or damage, injury and/or loss of life to its members or agents, or of and to any spectators or other persons invited or permitted by the Applicant, its members or agents, upon the Townships fields/facilities in connection with the Applicant's activities, arising out of the use of such fields/facilities, or fixtures appurtenant thereto, or furnishings presently thereon, arising by reason of the conditions of such fields/facilities, or fixtures appurtenant thereto, or furnishings thereon or arising by reason of any activity conducted by Applicant, its members or agents on such fields/facilities.

Applicant agrees to indemnify, protect and save harmless the Board, its officers, members, agents and assigns and the Township, its officers, agents, employees and assigns from and against any and all liabilities, claims, demands, charges and expenses (including counsel fees and costs) for loss, damage or injury to property; or for loss, damage or injury or loss of life suffered by Applicant, its members or agents, or for loss, damage or injury to property; loss damage or injury or loss of life to any spectators or other persons invited or permitted by the Applicant, its members or agents, upon the Townships fields/facilities in connection with the applicant's activities thereon, or by reason of the risk of loss and/or injury, recited in the previous paragraph, assumed by applicant, but for the sole negligence of the Board and/or Township.

If permission is given by the Board, its officers, members, agents and assigns and/or the Township to Applicant to store, place or install fixtures, appliances or personal property, of any nature, upon/in the Townships fields/facilities, Applicant agrees to assume all risk of loss or damage, of any kind or nature, caused by any means, to such property belonging to Applicant, arising out of or by reason of the storage, placement or installation of such property. Applicant agrees to remove such property upon demand, and, if necessary, to restore the Townships fields/facilities to their former condition.

Applicant agrees to indemnify, protect and save harmless the Board, its officers, members, agents and assigns and/or the Township, its officers, agents, employees and assigns from and against all liabilities, claims, demands, charges and expenses (including counsel fees and costs) for loss, damage or injury, in any manner, arising out of or by reason of such storage, placement or installation whether arising in whole or in part from the negligence of the Board and/or the Township.

Applicant/organization: _____

Signature: _____

Title/Position: _____

Date: _____