



Upper Providence Township Field Rental Agreement

1286 Black Rock Road, Phoenixville, PA 19460

Phone: 610-933-9179 • Email: rentalsuptcc@gmail.com • Website: www.uprov-montco.org



Dear Interested Field Rental Applicant:

Upper Providence Township would like to thank you for your interest in our fields/facilities. Enclosed is the application, including a list of rules and regulations. Carefully fill out all information with signatures on all specified forms and return to the township office as soon as possible.

Please include all fees and security deposits with permit applications. We cannot process/schedule your organization for use of the field or facility without proper fees. All paperwork must be returned in person or via mail **21 days prior to first rental date**. Our mailing address is:

Upper Providence Township
1286 Black Rd.
Phoenixville, PA 19460

Instructions on completing and returning your permit can be found on the following page.

Field maintenance will be performed by UPT Staff every week, weather dependent, and/or at their discretion unless otherwise stated in your agreement.

Deposits will not be refunded if any damage to the facility is incurred during your rental period. Damages that exceed your security deposit will be billed.

We will make every attempt to meet your organization's needs to the best of our abilities. There is no guarantee that you will get the field(s) you indicate on the day(s) and time(s) you request as we have more teams applying for permits than the number of fields can accommodate. We try to be as fair and equitable as possible when processing applications.

In signing the application, you agree to abide by and communicate all our rules and regulations to your organization's members, and you will be held responsible for adherence, or lack thereof. Please see UPT Ordinance §209-4 C regarding fund-raising, profitmaking or commercial activities at Township Parks and Facilities.

Please call the township Parks and Recreation department at 610-933-9179 if you have any questions or concerns.

Sincerely,

Sue Hoffman

Sue Hoffman,
Director of Parks and Recreation
Upper Providence Township



Upper Providence Township Field Rental Agreement

1286 Black Rock Road, Phoenixville, PA 19460

Phone: 610-933-9179 • Email: rentalsuptcc@gmail.com • Website: www.uprov-montco.org



Instructions on completing and returning your permit:

- Please fill out all relevant information and be sure to include your signature on all forms where required.
 - The rental Seasons are as follows, and all field usage must occur between **sunrise and sunset**; no lights are permitted:
 - **Spring** – March to May
 - Public Works staff will determine when the fields are in **PLAYABLE CONDITION**, and when the fields will be available, usually sometime in mid- to late-March, but it may be early April. All permit holders will be notified of the start date when permits are processed; no one can access fields until said date.
 - **Summer** – June to August
 - **Fall** – September to November
 - Include **two separate** checks payable to ***Upper Providence Township*** for field usage fee *and* a second check for security deposit fee.
 - Security deposits are **REQUIRED** for ALL rentals and are refundable **ONLY** if there are no infractions to the park rules and regulations and/or no damage to the fields, park, or restrooms during use of facilities and for the duration of the permit.
 - Please ensure that you and your organization's members understand our Park Rules & Regulations included in this packet.
 - Return the completed Facility Use Request, the Park Rules and Regulations, the Release Form, the Child Clearances Affidavit/Registration Form, your Certificate of Insurance, and the appropriate fees to:
 - Upper Providence Township, Attn: Field Rentals, 1286 Black Rock Rd, Phoenixville, PA 19460
 - The Township will send you an electronic permit for you to retain during your season/event. You are only authorized to use your assigned fields on dates approved on your permit.
- **It is your responsibility to ensure that all dates and times are correct on your permit.**
- **We cannot process your application/schedule your organization for use of the field(s) until we have received all forms, supporting documents, full payment and security deposit.**



Upper Providence Township Field Rental Agreement

1286 Black Rock Road, Phoenixville, PA 19460

Phone: 610-933-9179 • Email: rentalsuptcc@gmail.com • Website: www.uprov-montco.org



DEPARTMENT OF PARKS & RECREATION FACILITY USE REQUEST

Organization _____

Name _____ **Position w/Org** _____

Address _____

Phone _____ **E-Mail Address** _____

Season (check one) __ Spring (Mar-May) __ Summer (June-Aug) __ Fall (Sept-Nov) **No. of People Attending** _____

Start Date _____ **End Date** _____

Purpose (check all that apply) Softball __ Baseball __ Soccer __ Practice __ Games __ Other _____

Security Deposit Check will be shredded after your event/season if all conditions have been met unless you indicate that the check needs to be returned to you by initialing here: _____

Requested field usage Day(s), Time(s), Park, and Field(s): If needed, use next page for requested usage.

Black Rock Park (BR): Field 1, 2 or 3 **Anderson Farm Park (AF):** Field 1 or 2 **MacFarlan Park (MF):** Field 1, 2 or 3

| Park | Field | Day(s) of Week | Time |
|------|-------|----------------|------|
| | | | |
| | | | |

RENTAL RATES

| Field Rentals per Season 1 Field: 1-2 times/week | Fee | Security Deposit |
|---|--------|------------------|
| Youth Organization | \$300 | \$250 |
| Adult Organization | \$450 | \$250 |
| Field Rentals per Season 2-3 Fields: 1-2 times/week | Fee | Security Deposit |
| Youth Organization | \$750 | \$250 |
| Adult Organization | \$950 | \$250 |
| Field Rentals per Season 2-3 Fields: 3-5 times/week | Fee | Security Deposit |
| Youth Organization | \$1000 | \$250 |
| Adult Organization | \$1150 | \$250 |

Facility use requests will be reviewed on a first-come, first-served basis. If two or more applications are received simultaneously, Upper Providence Twp based organizations will be given priority over non-residents/groups when assigning facilities. A group with 60% of its participants living in Upper Providence Twp will have priority over groups with a lesser percentage of residents. A database of the group participants is required to verify residents. *From time-to-time other functions deemed appropriate by the Township may take precedence over previously scheduled activities.* The applicant will be notified in advance of any changes to their previously approved application. *Township sponsored events will supersede all other activities.* The township reserves the right to close any facility due to weather or any other conditions as deemed necessary. The use of alcohol and all controlled substances is strictly prohibited.

The individual group or organization acknowledges having received and read Upper Providence Township ordinances relating to Park System Rules and Regulations and agrees to abide by all rules and regulations set forth in said ordinance. The organization further agrees to leave the site in a clean and orderly condition after each authorized use, and to cooperate with any Township official requesting the user to act in accordance with the above stated guidelines. Full responsibility for any damage to property or persons is assumed by the undersigned as an agent for the sponsor of the event or use. The Township, its employees, agents, and volunteers shall be saved harmless from any claim and/or liability hereby arising out of, or in connection with the function, activities and uses of requested premises.

Signature of applicant _____ **Date** _____

OFFICE USE ONLY

| | | | | |
|---------------------------------|--|----------------------|----|-----------|
| Date Received: | | Rental Fee: | \$ | Ck# |
| Date Permit was sent: | | Security Deposit: | \$ | Ck# |
| Date Added to Calendar: | | Total: | \$ | Invoice # |
| Date Security Deposit Returned: | | Initials for return: | | |

Approved by: _____ Date: _____



Upper Providence Township Field Rental Agreement

1286 Black Rock Road, Phoenixville, PA 19460

Phone: 610-933-9179 • Email: rentalsuptcc@gmail.com • Website: www.uprov-montco.org



Park Rules and Regulations

1. No person or persons without a special permit shall be allowed in the park lands except between the hours of **sunrise** and **sunset**.
2. Anyone wishing to reserve a park facility shall apply for a permit prior to occupancy. Application for a permit must be made at least twenty-one (21) business days before the time the party desires to occupy the park. Scheduled permit fees, as established by the Township, must be paid.
3. Possession or use of alcoholic beverages and/or illegal or controlled substances or being manifestly under the influence of alcohol or drugs will not be tolerated and is punishable by law.
4. Open fires, portable stoves or similar devices for cooking are not allowed. Permits for the provided grills may be obtained with a permit for the pavilions.
5. Walking, riding, or exercising of domestic animals or pets is prohibited on athletic fields, except for seeing-eye dogs, when necessary, for permitted user.
6. All types of motorized vehicles (ATV, Scooter, motorcycle) are prohibited in any of the Parks or Open Spaces.
7. Driving or parking of any motor vehicles on fields or any grassy area is strictly prohibited. This includes driving on fields to drop off equipment.
8. Bicycles/skateboards/scooters on walking trails, ball fields, playgrounds, basketball courts and tennis courts are prohibited, except in public parking areas or designated areas.
9. Roller skates, rollerblades, ice skates, skateboards, scooters, tricycles, big wheels, sleds, skis, toboggans, are prohibited. Wheelchairs, strollers, or baby carriages are permitted. Playing or practicing golf anywhere in the parks, playgrounds or open space areas is prohibited.
10. Permit holders are required to have a copy of their permit with them at the facility permitted.
11. Park users are required to observe all other regulations as listed in the Upper Providence Township Ordinances.
12. Any infringement of the rules could jeopardize the use of or future use of facilities.
13. The Upper Providence Police Department (610-489-9332) has the right to enforce all permits and park rules.
14. Please report immediately any suspicious activity or vandalism to the Upper Providence Police Department.
15. Deposits will not be refunded if any damage to the facility is incurred during your rental period. Damages that exceed your security deposit will be billed.
16. It shall be unlawful for private individuals or groups to engage in fund-raising, profit making or commercial activities in any Township Park without a permit, which permits will only be issued to community-based organizations for an activity co-sponsored by the Township and subject to restrictions and conditions which may be imposed. § 120-5. Group permits. Permits for the use of parks by groups of five persons or more desiring to engage in organized games, for the use of picnic tables, or for any other special purpose, shall be issued by the Parks & Recreation Department upon application therefore, which application shall be submitted to the Recreation Department at least 14 days before the applicant intends to use the park.

Cancellation Policy: To cancel a permit, the permit holder must call the Upper Providence Township Parks & Recreation Department at 610-933-9179. You may reschedule your canceled outing to another available date or request a refund. In case of INCLEMENT WEATHER or THREATENING WEATHER call the Parks & Recreation Department and inform us of the cancellation. This must be done within 24 hours of event to expect a refund. A cancellation fee of \$25.00 will be charged for events cancelled less than 5 business days prior to event. No refunds will be given for no-shows. Please allow 4 to 6 weeks for check refund.

I have read and understand the rules and regulations and agree to abide by them. I acknowledge that if I violate any of the rules or regulations that pertain to my Facility User Request, I may forfeit my security deposit.

Signature: _____ **Date:** _____

Print Name: _____



Upper Providence Township Field Rental Agreement

1286 Black Rock Road, Phoenixville, PA 19460

Phone: 610-933-9179 • Email: rentalsuptcc@gmail.com • Website: www.uprov-montco.org



RELEASE FORM

I (we), the undersigned officer(s)/representative(s) of

(Name of Organization)

do hereby release from any and all forms of liability whatsoever all officials, employees and persons associated with Upper Providence Township, from any and all accidents and/or injuries sustained by children/participants registered with our organization while engaged in any and all activities on Township-owned property.

I (we) also hereby agree to indemnify any and all of the above-mentioned individuals from any and all losses suffered by virtue of any and all suit started, or judgment obtained on behalf of any children/participants registered with our organization arising out of any and all sickness/injury sustained in regard to participation in our program while on Township property.

I (we) hereby certify that our organization has obtained all appropriate and necessary releases from parents of children/participants in our program dealing with emergency treatment and medical/hospitalization insurance.

This release and indemnity agreement is executed with the full knowledge and understanding and with the intention that I (we) shall be legally bound thereby.

Signature _____

Date Signed _____

Print Name _____

Title _____

Signature _____

Date Signed _____

Print Name _____

Title _____



Upper Providence Township Field Rental Agreement

1286 Black Rock Road, Phoenixville, PA 19460

Phone: 610-933-9179 • Email: rentalsuptcc@gmail.com • Website: www.uprov-montco.org



CHILD CLEARANCES AFFIDAVIT & REGISTRATION FORM

I, _____, do hereby state as follows:
(print name)

I am a/the _____ of
(Title/Office held in organization)

_____, and
(name of organization)

that this club or organization, and all persons who serve as volunteers, employees, or agents of the same, are fully compliant with the requirements of Pennsylvania General Assembly Act no. 153 of 2014 pertaining to Child Clearances. The statements contained in this Affidavit are made subject to the penalties of 18 Pa.C.S.A. §4904 relating to unsworn falsification to authorities.

Please read and initial all statements below:

_____ I am aware of and will submit a release form with a completed application for field use prior to first practice or any events.

_____ I am aware of and will submit a copy of our organization's Certificate of Liability, naming Upper Upper Providence Township as additionally insured, with my application for field use prior to first practice or any events.

_____ I am the point of contact for our organization and will relay all information to the appropriate people in our organization. I am aware that the Township only allows 1 point of contact per organization.

_____ I understand that all Township functions and Special Events take precedent over my practice and game schedule. The Township will do its best to notify renters in advance of any scheduled conflicts. However, I am aware that sometimes advance notice is not possible and agree to forfeit the fields as required.

Signature _____

Date _____