



## Upper Providence Township Park Usage Agreement

1286 Black Rock Road, Phoenixville, PA 19460

Phone: 610-933-9179 • Email: [rentalsuptcc@gmail.com](mailto:rentalsuptcc@gmail.com) • Website: [www.uprov-montco.org](http://www.uprov-montco.org)



Thank you for considering the facilities at Upper Providence Township. Upper Providence Township residents take great pride in their parks and recreation facilities, so it is the intention of the Recreation Department to protect their investment and to maintain these facilities in a safe and attractive manner. Should you have any questions please contact Parks and Recreation at 610-933-9179 for assistance. Township office hours are 7:30 a.m. - 4:00 p.m. Monday – Thursday and 7:30 a.m. - 12:30 p.m. on Friday.

**Please read ALL information, including the Rules and Regulations. Incorrectly completed applications, or those not received in time, can lead to you losing your rental date(s).** All rental applications will be processed on a first come first served basis; we cannot hold dates. All completed paperwork and fees must be received 21 days prior to first rental date. Your reservation is only guaranteed when all necessary paperwork and fees are received and approved by the Parks & Recreation Department.

After you have completed the application, **please return it to Parks and Recreation Rentals**, for processing. You may email it to: [rentalsuptcc@gmail.com](mailto:rentalsuptcc@gmail.com)

Or you can mail it to:

Upper Providence Township  
1286 Black Rock Rd.  
Phoenixville, PA 19460

It is your responsibility to ensure that all dates/times are correct on your request. Please contact us immediately if any changes need to be made due to weather or for any other reason.

If you are renting as an organization, please provide a Certificate of Insurance, naming Upper Providence Township as additional insured. If you are renting as a Youth Organization, please complete the Child Clearances Affidavit. Please ensure that you and your organization's members understand our Rental Rules & Regulations included in this packet.

Please see UPT Ordinance §209-4 C regarding fund-raising, profitmaking or commercial activities at Township Parks and Facilities.

Thank you for choosing Upper Providence Township Community Center for your event. We hope you and your group enjoy your time at our facilities.

Sincerely,

Parks and Recreation Department  
Upper Providence Township



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## Park Use Application Form

**Organization:** \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_

**Emergency Phone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Title with Organization:** \_\_\_\_\_

**Requested Date of Use:** \_\_\_\_\_ **Requested Time of Usage:** \_\_\_\_\_

**Number of Park Users (approximately):** \_\_\_\_\_

**Please initial each of the statements below:**

\_\_\_\_\_ I have read a copy, and I am aware of the park Rules and Regulations. I will adhere to all current PA COVID-19 guidelines.

\_\_\_\_\_ I am aware and will submit a release form prior to park use.

\_\_\_\_\_ I am aware and will submit a copy of our organization's Certificate of Liability Form with my application.

\_\_\_\_\_ 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.

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

*You will receive an email of your park usage request approval or denial.*



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## UPT PARK USE RELEASE FORM

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

\_\_\_\_\_ ,  
and my heirs, successors and assigns, do hereby remise, release, quitclaim and forever discharge, hold harmless and indemnify the Township of Upper Providence and its officers, employees, agents and assigns, from any and all liability, known or unknown, potential or otherwise, arising from the use of the grounds owned by the Township of Upper Providence by myself and my invitees, including property damage, personal injury and death. I shall (and my invitees shall) comply with all park rules and regulations. I understand that the park is open to the public and I will not have exclusive use of the park facilities.

I further acknowledge that I (and my invitees) shall use the equipment and facilities only for the purposes for which they are intended, and for no other purpose whatsoever. I understand that I shall be responsible for reimbursing the Township for any damage caused to the Township's equipment and/or facilities, excepting that caused from ordinary wear and tear.

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 full knowledge and understanding and with the intention that I (we) shall be legally bound thereby.

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_



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## CHILD CLEARANCES AFFIDAVIT

I, \_\_\_\_\_, do hereby state as follows: I am a/the \_\_\_\_\_ of \_\_\_\_\_, and that this 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.

NAME OF ORGANIZATION:

\_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



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## 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 fourteen (14) 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. 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.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_