



UPPER DARBY TOWNSHIP

APPLICATION FOR USE OF RECREATION FACILITIES

RULES AND REGULATIONS

1. As per Upper Darby Township Ordinance #2382, the following **are not permitted** in/at any Upper Darby Township park, playground or facility
 - a. The distribution or consumption of beer, ale, wine or any other intoxicating liquor
 - b. Horses/ponies, dogs, cats or other animals commonly designated as a household pet or farm animal
 - c. Electrical amplification of any sound, music, song or speech (this includes DJ's and loudspeakers)
2. Moon Bounces or inflatables of any type **are not permitted** in/at any Upper Darby Township park, playground or facility.
3. The use of illegal drugs, smoking and/or gambling is not permitted in/at any Upper Darby Township park, playground or facility.
4. No person shall scatter, drop or leave any paper, rags, garbage, dead flowers or plants, glass, tin cans or other rubbish anywhere in/at any Upper Darby Township park, playground or facility except in receptacles provided for such purpose.
5. Rental hours are consecutive and must include time for delivery and supplies, set-up, and take down, and clean up.
6. Upper Darby Township does not assume responsibility for personal property left unattended in any township owned park, playground or facility.
7. Event participants must park in the designated parking areas only. Parking spaces are open to the public and cannot be reserved.
8. All Upper Darby Township playgrounds are open to the public and cannot be reserved.
9. Events scheduled by the Upper Darby Township Recreation Department will take precedence over any other events.
10. The Applicant completing and signing this application must be at least twenty-one (21) years of age and must be present during the event. This person will be considered the responsible party in case of damage, theft or disturbance during the event.
11. The group or individual, as the case may be, agrees to fully reimburse the Township of Upper Darby for any damage arising from the use of said facility, plus costs and/or attorney fees, if any are incurred in collection of same.
12. It is the Applicant's responsibility to inform all members in your group of these rules and regulations.

Please respect our parks and community by adhering to these rules and regulations. Any act to the contrary of these rules and regulations shall result in the immediate revocation of any permit issued hereunder and the removal of any person or assembly of persons.

PERMIT FEES

PARKS:

Rental Fee includes an event that is up to 4 hours or 8 hours. An event that exceeds the 4 or 8 hour permit time will be charged a fee of \$25.00 or a fraction thereof for each additional hour. Minimum rental fee is 4 hours.

	<u>4 Hour Fee</u>	<u>8 Hour Fee</u>
Naylor's Run Park (map of groves on UD website)	\$50.00	\$100.00
Penn Pines Park (Picnic Pavillion)	\$50.00	\$100.00

FIELDS:

	<u>Youth Group</u>	<u>Adult Group</u>
Single Use Rate:	\$50.00	\$100.00

Applies to all Township owned fields. Groups of twenty-five (25) or more individuals must obtain a permit for the use of Township fields.

	<u>Youth Group</u>	<u>Adult Group</u>
Seasonal Rate:	\$300.00	\$175.00

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PERMIT FEES (con't)

Adult seasonal fee includes one (1) day a week for thirteen (13) weeks. Youth seasonal fee includes unlimited game/practice time. Youth seasonal fees to be adjusted based on field improvements and maintenance logs provided by the organization's board of directors to the Recreation Office. This adjusted fee will be at the discretion of the Mayor.

An additional fee of seventy-five dollars (\$75.00) will be required with this application as a security deposit for organizations requesting the use of snack stands/restroom facilities. The security deposit will be returned to the organization upon inspection completed by Recreation Staff and snack stand/restrooms are found to be in satisfactory condition for the next permit holders.

INDOOR FACILITIES:

Indoor facilities shall only be available for organized meetings, practices or games, not social gatherings (i.e. parties).

	<u>Youth Group</u>	<u>Adult Group</u>
Senior Center / Watkins	\$50.00	\$50.00

Rental fee for adult groups includes one (1) two-hour session. If additional time is needed, there will be a fee of \$25.00 or a fraction thereof for each additional hour. Rental fee for Youth Groups includes four (4) two-hour sessions.

INSURANCE REQUIREMENTS

Eligible individuals / entities may apply for permission for use of certain Township Facilities and/or grounds, including its athletic fields. Proof of Liability Insurance and a copy of the 501c3 is required by all non-profit organizations. Individual Family Groups using picnic areas for private events are not required to show Proof of Insurance. If required, certified insurance will be from an "A-rated" insurance company which evidences liability coverage and names *Upper Darby Township, 100 Garrett Rd, Upper Darby, PA 19082* as additional insured on a primary basis. The minimum limit of liability shall not be less than \$1,000,000, per occurrence. If insurance is required, permission for facility usage will not be granted until documentation is provided.

INDEMNITY PROVISION

The Lessee agrees to indemnify and save harmless the Lessor against any and all claims by or on behalf of any person or person, firm or firms, corporation or corporations, arising from the conduct of or management about the demised premises, or from any accident in or on the demised premises, and will further indemnify and save the Lessor harmless against and from any and all claims arising from any breach or default on the part of the Lessee in the performance of any covenant or agreement on the part of the Lessee to be performed pursuant to the terms of this lease, or arising from any act or negligence of the Lessee, or any of its agents, contractors, servants, employees or licenses, and from and against all costs, counsel fees, expenses and liabilities incurred in or about any such claim or action proceeding brought thereon; and in case any action or proceeding be brought against the Lessor by reason of any such claim, the Lessee upon notice from the Lessor covenants to resist or defend at Lessee's expense such action or proceeding by counsel reasonably satisfactory to the Lessor.

PAYMENTS / REFUNDS

All permit fees and/or deposits are to be submitted along with the permit application. Acceptable forms of payment are money order or check made out to Upper Darby Township Recreation. Payments and Applications can be dropped off at the Upper Darby One Center or mailed to Upper Darby Township Recreation, 100 Garrett Road, Suite 306, Upper Darby, PA 19082. Cash and credit cards will not be accepted. No permit will be issued until payment is received in full.

Refunds will only be issued if written notice of cancellation is received by the Recreation Office five (5) days prior to the event. If the forecast calls for poor weather, a decision must be made two (2) days in advance of the event. All permit holders will be offered a rain date according to what is available.

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Name of Resident or Organization (family groups can only reserve parks)

Date

The undersigned hereby makes application for the use of:

Name of Park, Field or Facility (see list of options at www.upperdarby.org)

Specific Area to be Used (www.upperdarby.org for options)

Date(s) requested: _____ Hours requested: Start _____ End _____
(Minimum of 4 hrs per reservation. Hrs of availability are 8am - 8pm or 10pm if the facility has night-lighting. No permit shall extend past 10pm.)

If requesting a range of dates, please circle which day(s) you need: M T W Th F Sat Sun

Type of Activity: _____ Number to attend: _____
(reason for request)

Seasonal Only: Will the use of restroom facilities be required? (this does not apply to Watkins Center) _____

For Organizations:

Average age of participants: _____ Is membership of your organization limited to Upper Darby Township residents? _____

If the answer is NO, please indicate the percentage of Upper Darby Township residents that are participants: _____

A list of participants may be required to be submitted before the issuing of a Permit.

List name, title if applicable, address, telephone number and email of two responsible officials/people in your organization/group.
Please **PRINT** clearly.

Applicant Name, Title

Address

Phone

Email

Name, Title

Address

Phone

Email

By signing this Application, you expressly acknowledge and agree that you have carefully read it in its entirety and fully understand the policies for use of Upper Darby Township Facilities:

Signature of Applicant

Date

Permit Applications for Upper Darby Township Recreation Facilities should be submitted to the Recreation Office at least 2 weeks prior to the first date of use but must be submitted no more than 3 months prior and no less than 48 hours prior. Please allow up to 10 business days for processing of permit.

Applications should be sent to:
Upper Darby Recreation - 100 Garrett Road Rm 306 - Upper Darby, PA 19082
recreation@upperdarby.org