



**FIELD USE - SINGLE USE APPLICATION**

Any organization interested in reserving a field or facility for a single date must complete the “Field Use Single Use Application”.

Applicants must complete the entire application. Contact information must include both a phone number and email address, **NO EXCEPTIONS**. Most field use communication will be via email except when individual phone calls are required.

Should you have any questions or concerns regarding seasonal field permits and fees, please feel free to contact the Parks & Recreation department at the following address:

**Contact Information:**

Steven Heintz

Parks & Recreation

[SHeintz@worcestertwp.com](mailto:SHeintz@worcestertwp.com)

P: 610-584-1410

F: 610-584-8901

**Checklist for Application Submission:**

- Completed and signed “Single Field Use Application.”
- Acknowledgement and Signed “Community Use of Worcester Township Public Athletic Fields & Facilities Policy & Procedures”.
- Two (2) Separate Checks – (1) Field Rental Fee, and (1) Security Deposit.
- Valid certificate of insurance naming Worcester Township as certificate holder.

**FIELD USE MAINTENANCE FEES FOR SINGLE USE:**

**Overview:**

Fees have been approved for all field users by the Worcester Township Board of Supervisors.

**Payment:**

Please make two (2) separate checks check payable to “Worcester Township”. One (1) check will be for your field rental fee, and the other (1) will be for your security deposit in the event of damages.

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**TOWNSHIP vs. NON-TOWNSHIP APPLICANTS:**

**Single Use Fees for Township Resident, Business, or Organization, Per Field:**

- Up to Four (4) Hours: \$25.00
- Each Additional Hour: \$5.00
- Security Deposit: \$50.00 (two times the rental fee)

**Single Use Fees for Non-Township Resident, Business, or Organization, Per Field:**

- Up to Four (4) Hours: \$50.00
- Each Additional Hour: \$5.00
- Security Deposit: \$100.00 (two times the rental fee).

**APPLICATION FOR USE OF PUBLIC ATHLETIC FIELDS**

**PLEASE CHECK THE FIELD THAT YOU ARE REQUESTING:**

**Heebner Park:**

- Soccer Field #1 - (Use parking lot at Heebner Road).
- Soccer Field #2 - (Use parking lot at Heebner Road).
- Soccer Field #3 - (Use parking lot at Heebner Road).
- Soccer Field #4 - (Use parking lot at Heebner Road, field is located behind 90' Baseball Field #2).
- Front Valley Forge Road Multi-Purpose Field - (Use parking lot at Valley Forge Road).
- 60-Foot Baseball Field #1 - (Use parking lot at Valley Forge Road).
- 60-Foot Baseball Field #2 - (Use parking lot at Valley Forge Road).
- 90-Foot Baseball Field #1 - (Use parking lot at Valley Forge Road).
- 90 Foot Baseball Field #2 - (Use parking lot at Heebner Road).
- Tennis Courts (Heebner Park)
- Basketball Court(s) (Heebner Park)
- Walking/Jogging Trails (Heebner Park)

**Mount Kirk Park:**

- Mount Kirk Park (1 Multi-Purpose Field)

**Sunnybrook Park:**

- Sunnybrook Multi-Purpose Field
- Sunnybrook Softball Field #1 (Adjacent to North Wales Road)
- Sunnybrook Softball Field #2 (Adjacent to Playground)

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

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Requested Dates of Use: \_\_\_\_\_

Requested Time of Use: \_\_\_\_\_

Event/Purpose for which use is requested: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

I agree to abide by the rules, regulations and policies as set forth. I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**



**Township of Worcester**  
**DEPARTMENT OF PARKS AND RECREATION**

Community Use of Worcester Township Public Athletic Fields &  
Facilities Policy & Procedures

**Publication Date:**

**November, 2015**

**Updated:**

**May, 2018**

## **PURPOSE**

This document establishes the policies and procedures that govern allocation and use of Worcester Township public athletic fields and courts, with the goal of fair and equitable distribution among all users. Specifically, the policy outlines who is eligible to use Worcester Township public athletic fields and the process used to allocate and schedule fields/courts, among athletic leagues/organizations, individuals, groups and corporate applicants. Additionally, this document outlines the rules and regulations related to the use of Worcester Township public athletic fields/facilities.

## **SCOPE OF AUTHORITY**

The Worcester Township Board of Supervisors shall establish policy, procedural, and planning guidance for the Department of Parks & Recreation, and review usage conflicts and make recommendations for resolution. Additionally, the Board of Supervisors and Department of Parks & Recreation shall review the policy and identify needs for updates and changes based upon the current usage.

The Township has the authority to restrict or terminate permits when violations take place that warrant termination or when it is deemed in the best interest of Worcester Township.

## **RULES AND REGULATIONS GOVERNING USE OF WORCESTER TOWNSHIP PUBLIC ATHLETIC FIELDS**

1. Groups consisting of ten or more individuals wishing to utilize a field or athletic facility must acquire a permit from Worcester Township. The field/facility use permit must be available during use and presented to any Township representative upon request. It is the Field Coordinator's responsibility to make sure that coaches and group leaders receive and understand that permits must be on site during facility use.
2. Permits are not transferable. All users will ensure that no unauthorized third party is granted permission to use the field or any portion thereof without prior Worcester Township approval. Subleasing of fields will result in revocation of all permits.
3. Any individual or group found guilty of damaging, destroying or defacing park property or other public property may be excluded from further use and shall be held responsible for such damage. Users are responsible for reimbursement for the cost of damages occurring during use. Groups may forfeit their assigned fields in order to compensate other groups that may have been affected as a result of such damage.
4. All managers, coaches or persons in charge of a group using the fields/facilities will be responsible for the conduct of all participants, spectators, and others connected with the activity, including visiting teams. Worcester Township reserves the right to suspend or expel any organization, group of individuals or individual from use of the public athletic facilities if their use of the fields causes or may cause damage to the facility or harms or threatens to harm any individual.
5. All groups are responsible for cleaning up the area used. This includes picking up all trash and placing trash in the appropriate receptacles. The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of Township property resulting from the permitted activity. Failure to comply will result in the permit holder being billed for any additional cost. The field and surrounding public property area should be clean when permitted use is completed.
6. There will be no construction, modification, or physical changes to any field or facility unless specific written permission is received from Worcester Township.
7. Marking game lines, raking and dragging, configuring fields and other aspects of field preparation for a game or event are the responsibility of the user.
8. Users must agree to use good judgment when assessing field conditions and not use fields when conditions are such that use is likely to cause injury to participants or result in damage to the playing surface. Worcester Township reserves the right to close any and all fields when field or weather conditions deem it necessary.

9. Users agree to conduct warm-ups or practice for a game in an area and manner that is not dangerous to spectators or individuals using other fields or injurious to other fields on the assigned grounds.
10. Users will ensure that alcoholic beverages are not brought on to the grounds of any Township facility.
11. Users agree to park automobiles or other vehicles in the designated parking areas only. No vehicles are allowed on park property, other than parking lots, without written permission noted on the permit issued by the Township. User groups must inform their participants and spectators to park in public parking areas.
12. Users agree to obtain permission from the property owner before retrieving balls or other equipment from adjacent private property.
13. Field use begins and ends at the times stated on the permit including set-up and clean-up. Groups are not allowed on fields prior to the start time on the permit and are required to have the fields clean, picked up and be off the fields at the ending time indicated on the permit.
14. Portable goals and/or markers are allowed but must be removed daily.
15. Amplified sound is not allowed on any field. Use of artificial noisemakers, horns, rattles, bells or whistles by spectators are not allowed.
16. Barbeque use and open fires are not permitted.
17. Organizations shall not charge admission, sell tickets, take collections, sell items or services or otherwise engage in fundraising in Worcester Township facilities.
18. Pets must be on a leash and their litter collected and disposed of appropriately.
19. Park speed limits must be observed at all times.

### **DEPARTMENT DUTIES**

1. Worcester Township will maintain rest room facilities in Heebner Park.
2. The Township will provide trash receptacles and the disposal of trash and litter from such receptacles. Users are encouraged to dispose of trash in the dumpsters.
3. The Township will maintain the parking areas.
4. Worcester Township currently provides five (5) storage sheds in Heebner Park for shared usage by leagues. Worcester Township is not responsible for the contents of these units. Users may store field and game-related equipment only in these sheds. Users store items in these sheds at their own risk.
5. Worcester Township performs maintenance of field fertilization, mowing, weed control, and limestone applications.

### **USER OBLIGATIONS**

1. One person will be the direct liaison with Worcester Township Parks & Recreation on all matters regarding any league issues. This is done in order to simplify communication between the Township and individual leagues. The designated representative will be responsible for disseminating all pertinent Township communication to league members.
2. The user will make reasonable efforts to maintain the parking lot, playing field, and common areas in a trash-free condition. The user will perform trash and litter pick up and placement into receptacles, so that the areas are in a clean and orderly state.
3. The user will be responsible for all first aid matters as it relates to players, coaches, and spectators.
4. Users will comply with safety regulations and policies of the Worcester Township Fire Department and other Worcester Township agencies.
5. Please attach a copy of your league's registration waiver with your permit application. The waiver must include Worcester Township, their agents, representatives and assigns.



**Township of Worcester**  
**DEPARTMENT OF PARKS & RECREATION**

**ACKNOWLEDGEMENT OF RECEIPT OF POLICY**

The undersigned, an applicant of a playing field and/or related facilities use permit, acknowledges that the undersigned has received and read the "*Community Use of Worcester Township Public Athletic Fields Policy & Procedures - Dated November 2015*", and understands and will fully abide by the terms, conditions and provisions contained or referred to therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Athletic Association Represented