



## **FIELD USE - SEASONAL APPLICATION**

Any organization interested in reserving a field during the specified spring or fall sports seasons must complete the “Field Use Seasonal Application” during the appropriate season’s application period.

League liaisons to Worcester Township 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.

Per the notification provided in 2015, Field use fees are in effect. This packet provides the breakdown of fees each league is responsible for based on frequency and number of fields being utilized.

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

### **Contact Information:**

Laura Simpson

Parks & Recreation

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

P: 610-584-1410

F: 610-584-8901

### **Checklist for Application Submission:**

- Completed and signed “*Seasonal Field Use Application*.”
- Acknowledgement and Signed “*Community Use of Worcester Township Public Athletic Fields & Facilities Policy & Procedures*”.
- Valid certificate of insurance naming Worcester Township as certificate holder.
- League roster for verification of discount (Worcester Resident vs. Non).

**FEES:** You will receive an invoice for payment after review of the application from the Parks & Recreation Department. No fee is due at the time of application submission.

**DEADLINES FOR FILING APPLICATIONS ARE (GENERALLY) AS FOLLOWS:**

	<b>Spring/Summer Seasons (March 1- July 31)</b>	<b>Fall Season Aug. 1 – Nov. 30)</b>
<b>Application Period Opens</b>	January 5	May 1
<b>Application Period Closes</b>	January 20	May 10

It is the responsibility of each association or interested party to adhere to these dates. Applications will be accepted before the period opens but will not be processed early or given priority. Permits will be issued within three weeks of the period closing.

Applications are accepted on a rolling basis after the Application Period closes and requests are subject to remaining availability of fields.

**ATHLETIC FIELDS ALLOCATION PRIORITY**

It is the goal of the Park and Recreation Department to award permit requests as close to their entirety as possible. However, that is not always possible. The following policy is in place to assist with field assignment.

**Public Athletic Fields/Facilities are allocated with the following priority:**

1. Worcester Township-sponsored programs or activities
2. Worcester Township-based Sports Organizations-descending in resident percentage..
3. Worcester Township-based businesses or residents
4. All other applicants

**Limitations on Facility Use and Permit Assignment**

1. Township supported events can result in days when fields are not available during specific times. These dates will be marked on all awarded permits.
2. A request for a particular athletic field/facility does not guarantee availability or assignment to a specific organization.
3. Fields taken out of service for renovation will not be permitted for use.
4. Assigned facilities shall only be used for the activities for which they were assigned and by the group named in the permit.
5. Prior permit allocation does not guarantee similar use in the future.

## **FIELD USE MAINTENANCE FEES**

### **Overview**

Fees have been approved for 2016 for all field users by the Worcester Township Board of Supervisors. Notification of fees was provided to all 2015 field users.

Fees are broken down based on the season the application is for. Fees apply to all athletic leagues. Waivers are available for schools and churches.

### **Discounts**

Discounts are available to qualifying leagues. Discounts can be combined and are compounded with the residency discount applied first. Leagues that wish to qualify for the resident and youth discounts must provide registration information for verification.

### **Invoices**

Invoices will be sent out to leagues after the application period closes. Invoices will include a temporary permit. Permanent permits will be issued after the fee is paid for each season.

	<b>Spring Season:</b> March 1 to July 31 (22 Weeks)	<b>Fall Season:</b> August 1 to November 30 (18 Weeks)
<b>SEASONAL USAGE FEES</b>		
Unlimited Weekly Use	\$550 (\$100/month)	\$450 (\$100/month)
3-4 Days of Weekly Use	\$385 (\$70/month)	\$315 (\$70/month)
1-2 Days of Weekly Use	\$275 (\$50/month)	\$225 (\$50/month)
Seasonal Discounts <i>Discounts can be combined</i>	65% Worcester Residents in League: = <i>50% Off Total Bill</i>	65% Worcester Residents in League: = <i>50% Off Total Bill</i>
	90% Youth Players in League: = <i>25% Off Total Bill</i>	90% Youth Players in League: = <i>25% Off Total Bill</i>

**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*).
- \_\_\_ 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*).

***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 Day of Week**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Time of Use**

- From \_\_\_\_\_ To \_\_\_\_\_

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

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

Number of Worcester Residents in your organization: \_\_\_\_\_

**(COPIES OF REGISTRATION PROOF ARE REQUIRED TO SUPPORT FEE DISCOUNT)**

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.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

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

## FIELD USER INFORMATION SHEET

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

**Sport:** \_\_\_\_\_ **Season:** \_\_\_\_\_

**Total Program Registrations:** \_\_\_\_\_ **Total Worcester Residents:** \_\_\_\_\_

### Township Liaison

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City & Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Mobile Phone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

### Organization President

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City & Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Mobile Phone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

### Important Dates

\_\_\_\_\_  
Week Practice Begins

\_\_\_\_\_  
Week League Games Begin

\_\_\_\_\_  
Week League Games End

\_\_\_\_\_  
Special Event Dates & Sites

\_\_\_\_\_  
Special Event Dates & Sites

### Additional Information for Township:



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

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

**Publication Date  
November, 2015**

## **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, 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