



# SEASONAL USE RENTAL APPLICATION

## SPRING 2023

### SOME INFORMATION...

- **The Spring Season begins March 1 and ends July 31.**
- **The registration period for Group 1 Organizations begins on the second Monday in January.** Group 1 Organizations include Township-based organizations that primarily serve Township residents only, and that are renting facilities for events that are primarily for Township residents only.
- **The registration period for Group 2 Organizations begins on the third Monday in January.** Group 2 Organizations include organizations not included in Group 1 and that primarily serve youth ages 17 and under.
- **The registration period for Group 3 Organizations begins on the fourth Monday in January.** Group 3 Organizations include any organization not a Group 2 or Group 3 organization.
- **Rentals are available on a first-come, first-served basis.** Applications are processed in the order of the date a complete application is received. No application date may be earlier than the date on which registration opens for the applicable organization group, as noted above.

### REQUIRED APPLICATION MATERIALS...

- A completed application includes all of the following items. Applications that lack any of these items will be deemed incomplete, and will not be processed.
  1. a completed Rental Application Form;
  2. a certificate of insurance that names Worcester Township as an additional insured;
  3. check for the rental fee due, in full, payable to Worcester Township; and,
  4. current or previous year participant information that includes participant age and residency (*for organizations seeking a residency and/or age discount*).
- See the current Fee Schedule on Township website for rental fees and security deposit amounts.
- Deliver or mail completed applications to the Worcester Township Building.

### QUESTIONS? CONTACT...

Sean Halbom, Township Manager  
[shalbom@worcestertwp.com](mailto:shalbom@worcestertwp.com)  
office: 610-584-1410



## RENTAL APPLICATION FORM

**1. Select the fields you want to rent. See worcestertwp.com for Heebner Park facility map.**

Heebner Park:

soccer field #1       60-foot baseball field #1       multi-purpose field  
 soccer field #2       60-foot baseball field #2  
 soccer field #3       90-foot baseball field #1  
 soccer field #4       90-foot baseball field #2

Sunnybrook Park:

upper softball field  
 lower softball field (*closest to North Wales Road*)  
 multi-purpose field

Mt. Kirk Park:

multi-purpose field

**2. Select the dates, days and times of rentals. Facilities are available between dawn and dusk only. If renting different fields at different times, add this information to "notes".**

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_

<input type="checkbox"/> Monday	time: _____	notes: _____
<input type="checkbox"/> Tuesday	time: _____	notes: _____
<input type="checkbox"/> Wednesday	time: _____	notes: _____
<input type="checkbox"/> Thursday	time: _____	notes: _____
<input type="checkbox"/> Friday	time: _____	notes: _____
<input type="checkbox"/> Saturday	time: _____	notes: _____
<input type="checkbox"/> Sunday	time: _____	notes: _____

**3. Provide organization information. Provide contact information for two organization representatives.**

organization:  
address:  
phone:  
e-mail

organization contact #1

name:  
position:  
cell phone:  
e-mail:

organization contact #2

name:  
position:  
cell-phone:  
e-mail:

**4. Review the below rules and regulations, and hold harmless agreement, and sign.**

RULES AND REGULATIONS

1. All Organizations wishing to rent and/or utilize a facility must acquire a permit from Worcester Township. The permit must be available during use and presented to any Township representative upon request. The Organization shall ensure all coaches and group leaders receive and understand that permits must be on site during facility use.
2. Permits are not transferable. The Organization will ensure that no unauthorized third party is granted permission to use the facility or any portion thereof without prior Worcester Township approval. Subleasing of fields will result in revocation of all permits.
3. Any person found guilty of damaging, destroying or defacing Worcester Township property may be excluded from further use and shall be held responsible for such damage. Organizations are additionally responsible for reimbursement for the cost of damages occurring during use. Organizations may forfeit their assigned fields in order to compensate other groups that may have been affected as a result of such damage.
4. The Organization is 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. The Organization is responsible for cleaning facilities rented immediately following use. This includes collecting trash and placing trash in trash receptacles. The Organization assumes all liability for the cost of excessive clean-up, loss, breakage or removal of Township property resulting from the permitted activity. Failure to comply will result in the Organization being billed, and being required to pay for, said additional cost. All facilities shall be cleaned immediately following the permitted use.
6. The Organization may not construct, modify, or make other physical changes to any facility unless prior written permission is received from Worcester Township.
7. Marking game lines, raking and dragging, aligning field boundaries, and other aspects of field preparation for a game or event are the responsibility of the Organization.
8. The Organization must use good judgment when assessing field conditions and the Organization shall 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 facility or portion thereof when field or weather conditions deem it necessary.
9. The Organization agrees 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. The Organization will ensure that alcoholic beverages are not brought on to the grounds of any Township facility.
11. The Organization agrees to park automobiles and other vehicles in designated parking lots only. Automobiles and other vehicles are not allowed outside designated parking lots unless prior approval is granted by Worcester Township. The Organization is responsible to inform all participants and spectators as to permitted parking areas, and the Organization may be held responsible for damages to Township property caused by automobiles and other vehicles accessing areas outside designated parking lots.
12. The Organization agrees to obtain permission from the property owner before retrieving balls or other equipment from adjacent private property.
13. Playing on wet fields is prohibited.

14. Field use begins and ends at the times stated on the permit, and this includes set-up and clean-up. The Organization is 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.
15. Portable goals and/or markers are allowed, but must be removed daily.
16. Amplified sound is not allowed on any field. Use of artificial noisemakers, horns, rattles, bells or whistles by spectators are not allowed.
17. Barbeque use and open fires are not permitted.
18. The Organization shall not charge admission, sell tickets, take collections, sell items or services or otherwise engage in fundraising in Worcester Township facilities.
19. Pets must be on a leash and their litter collected and disposed of appropriately.
20. Speed limits on Township property must be observed at all times.
21. The Organization is required to comply with all applicable laws set forth by Township Code, and State and Federal Law.
22. Worcester Township reserves the right in its sole discretion, to prohibit the Organization from using the facility for any reason, in which instance the Organization shall receive a refund of any rental fee paid, pro-rated to the amount of time the facility was unavailable, and no other consideration shall be due to Organization from the Township.
23. The Organization shall provide a valid certificate of insurance to the Township, which names the Township as an additional insured. This permit shall be immediately voided in the event the certificate of insurance lapses and/or the Township is removed as an additional insured.

I am authorized to act on behalf of the Organization, and I have read and understand the above-noted rules and regulations, and the Organization agrees to abide by all.

signature: \_\_\_\_\_  
 name (printed): \_\_\_\_\_  
 position: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 date: \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

I, \_\_\_\_\_ (name), duly authorized to act on behalf of \_\_\_\_\_ (Organization), intending to be legally bound, state and affirm the Organization shall indemnify and hold harmless the Township of Worcester and their officers, agents, volunteers, and employees from any and all claims, suits, or actions for injuries, death and/or property damage from any and all injuries, liabilities, losses, costs damages, expenses (including attorney's fees and other costs of litigation), claims, demands and judgment, in law or equity (collectively "indemnified claims"), which arise from, or relate in any way to the rental of facilities as set forth herein, and as permitted, including, but not limited to, any indemnified claims which may be brought by third parties as well as by the participants, spectators, and/or any of his/her/their guests, invitees, visitors or members (or any of their respective heirs, administrators, executors, agents or assignees).

signature: \_\_\_\_\_  
 name (printed): \_\_\_\_\_  
 position: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 date: \_\_\_\_\_