

# Plumstead Township Public Works Parks Department

## FACILITY USE FORM – TOHICKON MIDDLE SCHOOL 5051 Old Easton Road, Doylestown, PA 18902

Fill in all appropriate information and return to Plumstead Township Public Works. Completed application and certificate of insurance must be received at least ten (10) days prior to requested usage. Signing this form certifies that you have read Plumstead Township Ordinance #2003-07, attached, with regards to regulations for the use of publicly owned open space within the Township, and agree to abide by this ordinance. **You do not have final approval for the use of any field(s)/court(s) until you have received an approval issued by a Township Representative and have met insurance requirements.**

### Organization Information:

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

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Profit

Non-Profit

### Fields/Courts Requested: Choose from list below.

Baseball I – 90' Bases

Soccer – on top of hill

Track

Softball I – on top of hill

All Purpose – next to tennis courts

Tennis

Softball II – by tennis courts

Football

Other: \_\_\_\_\_

**Dates & Times Requested:** Fields are available seven days a week. Field hours during the school year are: Monday – Friday 6:00 pm to dusk, Saturday & Sunday 8:00 am – dusk. During the summer, fields are available from 8:00 am until dusk. Please complete Page 2 of this application with dates and times requested.

**Insurance Requirements are Contingent upon Approval of the Facility Use Form:** Certificate of Insurance must be filed with Plumstead Township with a General Liability minimum of One Million Dollars each occurrence and General Aggregate minimum of Two Million Dollars. Certificate must state in the description of operations **“Plumstead Township is additionally insured as respects use of athletic fields”**. All certificates need to list Plumstead Township as the Certificate Holder.

Applicant will also need to provide a separate Certificate of Insurance listing Central Bucks School District as the certificate holder, including a General Liability minimum of One Million Dollars and listing Central Bucks School District as additionally insured.

### Group Members who will Supervise Program:

Name:

Name:

Address:

Address:

Cellphone #:

Cellphone #:

Home Phone #:

Home Phone #:

E-mail address:

E-mail address:

**Signature of Organization Representative:** I have read the attached Plumstead Township Ordinance #2003-07, with regards to regulations for the use of publicly owned open space within the Township, and agree to abide by this ordinance.

I hereby certify that \_\_\_\_\_ (name of organization) has fully complied with the Pennsylvania Child Protective Services Law (“CPSL”), 23 Pa. C.S. § 6301 *et seq.*, having obtained child abuse clearance and criminal record checks for all employees and volunteers who have control over or contact with children, as well as affirmations from such employees and volunteers.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PLUMSTEAD TOWNSHIP PUBLIC WORKS DEPARTMENT

FACILITY USE FORM - SCHEDULE

FIELD/COURT REQUESTED: \_\_\_\_\_

BEGINNING DATE: \_\_\_\_\_ ENDING DATE: \_\_\_\_\_

DAYS OF THE WEEK

TIMES

FROM:

TO:

MONDAY

\_\_\_\_\_

\_\_\_\_\_

TUESDAY

\_\_\_\_\_

\_\_\_\_\_

WEDNESDAY

\_\_\_\_\_

\_\_\_\_\_

THURSDAY

\_\_\_\_\_

\_\_\_\_\_

FRIDAY

\_\_\_\_\_

\_\_\_\_\_

SATURDAY

\_\_\_\_\_

\_\_\_\_\_

SUNDAY

\_\_\_\_\_

\_\_\_\_\_

**RELEASE FORM**

KNOW ALL MEN BY THESE PRESENTs, THAT, INTENDING TO BE LEGALLY BOUND HEREBY,

\_\_\_\_\_  
(Name of individual, group or organization)

Agrees to hold harmless and indemnify the Township of Plumstead, its supervisors, director, managers, officers, agents, employees, and contractors (the "Township"), from and against any and all liability, loss, damage, expense, actions, cause of actions, suits, claims or judgments arising from, resulting from, or based on the use, occupation or enjoyment by \_\_\_\_\_ of real property or  
(Name of individual, group or organization)

Personal property or fixtures or facilities owned or occupied or leased or held by the Township, and said \_\_\_\_\_ shall, at its own cost and expense, defend any and all suits  
(Name of individual, group or organization)

which may be brought against the Township, either alone or in conjunction with others, upon any such liability or claim or cause of action and shall satisfy, pay, and discharge any and all judgments that may be recovered against the Township in such action(s) or suit(s).

\_\_\_\_\_  
(Name of individual, group or organization)

\_\_\_\_\_  
(Signature of Individual or Authorized Agent)

\_\_\_\_\_  
(Date)

**This Release Form must be signed and submitted along with the application for use of the Pavilion**

**07/01/10**

## ORDINANCE NO. 2003 - 07

### AN ORDINANCE OF THE PLUMSTEAD TOWNSHIP BOARD OF SUPERVISORS ESTABLISHING RULES GOVERNING THE USE OF TOWNSHIP PARKS APPROVED 5/26/2003.

#### SECTION I. Purpose.

Section 2203 of the Second Class Township Code, provides that the Board of Supervisors may, by ordinance, regulate the use and enjoyment by the public of any park or recreation grounds owned and operated by the Township for the use of the public. It is the intent, purpose and scope of this Part to ensure the preservation of outdoor public parklands, outdoor recreation facilities and outdoor playground areas within the Township of Plumstead, to regulate activities within these areas consistent with the enjoyment of natural settings and park facilities and to prevent any nuisances to the residents of the Township of Plumstead in the use of such public parklands, recreation facilities and playground areas.

#### SECTION II. Use of Grounds and Facilities.

Each person, firm or corporation using the public parks and grounds shall clean up all debris and leave the premises in good order and the facilities in a neat and sanitary condition. Each and every failure to conform to the provisions of this Section shall be considered a separate violation of the provisions of this Part.

#### SECTION III. Prohibited Conduct.

1. It shall be unlawful for any person, firm or corporation using such parks, recreation or playground areas to either perform or permit to be performed any of the following acts:
  - A. Willfully mark, deface, disfigure, injure, tamper with, displace or remove any building, bridges, tables, benches, railings, paving or paving material, waterlines or other public utilities or parts or appurtenances thereof, signs, notices or placards whether temporary or permanent, monuments, stakes, posts or other boundary markers or other structures or equipment, facilities or park property or appurtenances whatsoever, either real or personal.
  - B. Remove, injure or destroy any tree, flower, shrub, plant or growing thing or any rock or other mineral, except for routine maintenance or if approved by the Township.
  - C. Kill, trap, hunt, pursue or in any manner disturb or cause to be disturbed any wild bird or animal within the recreation, park and conservation sites owned by the Township, except as permitted by the Township.
  - D. Throw, discharge or otherwise place or cause to be placed in the waters of any fountain, pond, lake or other body of water in or adjacent to any park or any tributary, stream, storm sewer or drain flowing into such waters, any substances, matter or thing, liquid or solid, which may result in the pollution of said waters; or dump, deposit or leave any bottles, broken glass, paper, boxes, cans, dirt, rubbish, waste, garbage, refuse or trash anywhere within the park and playground sites owned or operated by the Township, but rather make use of proper receptacles where these are provided; where such receptacles are not provided, all such materials shall be carried away from the park by the person responsible for their presence and properly disposed of elsewhere.
  - E. Disturb the peace or use any profane or obscene language.
  - F. Endanger the safety of any person by any conduct or act.

- G. Commit any assault or battery or engage in fighting.
  - H. Bring to the park any type of weapon, including but not limited to offensive weapons as defined in the Pennsylvania Crimes Code, 18 Pa. C.S.A. § 908, as it may be amended, except that firearms when carried or transported for purposes not prohibited by the laws of the Commonwealth of Pennsylvania shall be specifically allowed and shall be excepted from this prohibition. [Amended by Ord. 2015-01, 1/27/2015]
  - I. Violate any rule for the use of the park, recreation land or playground areas, without prior approval of the Park and Recreation Director, or if no Director is appointed the Township Manager.
  - J. Fires may not be built or allowed anywhere in recreation, park or playground areas, without prior approval of the Park and Recreation Director, or if no Director is appointed the Township Manager.
  - K. Ice hockey, except in designated areas.
  - L. Swim, boat or ice skate, except where specifically permitted.
  - M. Flying model airplanes, operation of motor scooters, motorcycles, mini-bikes, go-carts, snowmobiles, four wheelers, three wheelers and motor vehicles (except licensed motor vehicles on designated roadways or parking lots).
  - N. Playing of golf, except in designated areas.
2. Animals may be permitted in the park or recreation area where posted or designated by the Township. In those areas where posted, it shall be unlawful to permit any dog to be in any such area unless such dog is secured on a leash of not more than six feet in length. Owners of leashed or unleashed animals, whether legally or illegally on any park, recreation or playground area, shall be responsible for the immediate removal and disposal of fecal matter deposited by that animal. Notwithstanding anything to the contrary stated herein, the training and/or exhibition of animals in designated areas shall be permitted only by special permit of the Parks and Recreation Director or in lieu thereof the Township Manager. Trained guide dogs for the blind are expressly exempt from all provisions of this Part.
3. Gambling is prohibited on recreation, park or playground areas.
4. No person, corporation or firm shall, in recreation, park or playground areas:
- A. Offer for sale any article or thing, nor station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing, except under the authority of the Parks and Recreation Director, or in lieu thereof the Township Manager, by application and permit as hereinafter provided.
  - B. Announce, advertise or call the public's attention in any way to any article or service for sale or hire.
  - C. Post, paste, fasten, paint, write, draw, carve, tack or affix any placard, bill, notice, sign, advertisement or any inscription whatever upon any structure, tree, stone, fence, thing or enclosure within any recreation, park or playground area or on any public lands or highways or roads adjacent to any recreation, park or conservation area, except that the Township may place informational signs within such areas.

5. It shall be unlawful to land a private or commercial airplane or helicopter on recreation, park and playground lands, except in emergencies.

**SECTION IV. Hours of Operation.**

During the hours of sunrise to sunset, except as otherwise posted by the Township; and it shall be unlawful for any person, firm or corporation, other than Township personnel conducting Township business therein, to occupy or be present during any hours which the park is not open to the public. Notwithstanding the aforesaid, special permits may be obtained from the Parks and Recreation Director, or in lieu thereof the Township Manager, for use after the aforesaid hours or after posted hours for specific activities in the manner and on the terms as hereinafter set forth. Any section or part of the recreation, park or playground areas may be declared closed to the public at any time and for any interval of time, either temporarily or at regular or stated intervals. During such periods of time, it shall be unlawful to enter upon or occupy such areas or portions thereof contrary to posted regulations or the conditions of a permit issued by the Parks and Recreation Director, or in lieu thereof the Township Manager.

**SECTION V. Permits for Group Activities.**

Whenever any group, association or organization desires to use recreation or park facilities for a particular purpose, such as picnics, meetings, parties or theatrical or entertainment performances, a representative of said group, association or organization shall first be required to apply for and obtain a permit from the Parks and Recreation Director, or in lieu thereof the Township Manager, for the specific use desired in specifically designated areas as hereinafter set forth. The Board of Supervisors may adopt an application form to be used by the Director of Parks and Recreation, or in lieu thereof the Township Manager, which may require an insurance certificate or other security to protect the Township from any liability of any kind or character and to protect Township property from damage. The Director of Parks and Recreation, or in lieu thereof the Township Manager, shall grant permits on a first-come first-serve basis, if it appears that the group, association or organization will not interfere with the general use of the park by the individual members of the public and if the group, association or organization meets all other conditions contained in the application.

**SECTION VI. Possession and Consumption of Alcoholic Beverages. ]**

It shall be unlawful for any person to have in his or her possession, custody or control any alcoholic beverage of any kind whatsoever.

**SECTION VII. Permits Forms; Fees.**

All permits deemed necessary by the Parks and Recreation Director, Board of Supervisors and the Parks and Recreation Board to properly regulate Township park and recreational areas and facilities shall be granted by the Director, or in lieu thereof the Township Manager, upon the determination that they are not in conflict with the terms and purposes of this Part, as follows:

- A. The Parks and Recreation Director, or in lieu thereof the Township Manager, shall issue permits and prescribe conditions upon forms and applications designated by himself or herself, the Board of Supervisors or the Parks and Recreation Board.
- B. Applications for permit must be made to the Park and Recreation Office, or in lieu thereof the Township Office, at least 10 days prior to the use requested. Larger events and special circumstances will require additional time to process the permit. Please consult the Park and Recreation Office, or in lieu thereof the Township Office, at least three months in advance to determine how much additional time will be necessary.

- C. All permits shall be granted for a period not to exceed the time or the duration of the anticipated use and activity.
- D. The Parks and Recreation Director, or in lieu thereof the Board of Supervisors, shall have the authority to fix and establish a fee schedule for permits, accept the amounts of deposits and prescribe conditions under which deposits are collected or forfeited. All such revenues collected for permits shall be used for park, recreation or conservation purposes within the Park and Recreation Fund of Plumstead Township, unless determined otherwise by the Board of Supervisors.

**SECTION VIII. Posting of Areas Designated for Particular Activities.**

The Parks and Recreation Director, or in lieu thereof the Township Manager, and/or the Police Department of Plumstead Township, under his or her supervision, shall designate or cause to be designated various areas of the park, playground or recreation lands and facilities of the Township for specific purposes as hereinabove mentioned. The same shall be accomplished by appropriate posting of signs in or about the areas designating the uses and areas involved conspicuously so as to provide adequate notice to the public.

**SECTION IX. Youth Fishing Program Regulations. ]**

The following regulations shall apply to the Township Youth Fishing Program:

- A. The community park will open at sunrise and close at sunset.
- B. There will be a four fish limit per individual per day.
- C. Children under the age of 12 must be accompanied by an adult.
- D. A fishing license shall be displayed if required by State rule or regulation.

**SECTION X. Administration.**

The Director of Parks and Recreation and/or the Township Manager shall administer the provisions of this Part, including the establishment and collection of fees, preparation of application forms, issuance and revocation of permits, promulgation of rules and regulations to implement the provisions of this Part and all other decisions relative thereto. When acts or conduct of individuals or groups is determined to be in violation of this Part or rules and regulations promulgated by the authority of this Part or not to be in the best interests of the recreation, park and playground area, or when such acts are deemed to be disruptive to the surrounding neighborhood, or when such acts or conduct affect other people, private or public property, the Township Police, Director of Parks and Recreation, or in lieu thereof the Township Manager, or his or her agent assigned to such area or program shall have the authority to cause such acts to be terminated, or to expel the perpetrators of such acts from the area, or to call the Township Police to arrest and detain such individual or individuals, or to file a complaint for the violation of this Part with a district justice.

**SECTION XI. Violations and Penalties.**

- A. Any person, firm or corporation who shall violate any provision of this Part, upon conviction thereof in an action brought before a district justice in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not less than \$60 or more than \$1,000 plus costs and, in default of payment of said fine and costs to a term of imprisonment in the Bucks County Prison not to exceed 90

days. Each day that a violation of this Part continues or each Section of this Part which shall be found to have been violated shall constitute a separate offense.

- B. Where such violator has removed, destroyed, damaged, defaced or befouled the recreation, park or playground area or the contents thereof, the cost of maintenance, repair or replacement shall be charged to such person or group in addition to any fine. Further use of recreation and park facilities may be denied to violators of this Part in addition to the imposition of fines or costs. The term "person violating" as set forth in this Part shall mean, in the case of action or activity by any minor [herein defined as an unmarried person under the age of 18 years], in addition to such person, the parent, parents or guardian or any other person having lawful custody and control who knowingly permits the violation of this Part. Such parent, guardian or person having lawful custody and control of such minor shall be considered separate and individually in violation of this Part.