



**NORTHAMPTON TOWNSHIP PARKS AND RECREATION  
NORTHAMPTON SWIM CLUB-- FACILITY USE APPLICATION  
301 NEWTOWN-RICHBORO ROAD, RICHBORO, PA 18954**

Return completed application to: **Northampton Township Parks & Recreation**  
55 Township Road, Richboro, PA 18954

**GENERAL INFORMATION**

Organization/League/Team (if group use) \_\_\_\_\_

Applicant's Name \_\_\_\_\_

*(Applicant is the contact person responsible for the facility and who will be present during use. If this person is different than the person who will be on site during use or who needs to be notified in the event of any changes or concerns once approval is granted please provide contact information below.)*

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail address \_\_\_\_\_

Phone# (Home) \_\_\_\_\_ Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Contact Person (person who will be on-site) \_\_\_\_\_ Phone# \_\_\_\_\_

**AREA REQUESTED** *(If unsure please discuss with Parks & Rec Representative)*

- Wading Pool    Lap Lane(s) # \_\_\_\_\_    Diving Well    3 Foot Pool    Covered Patio Area    Uncovered Patio Area  
 Large Picnic Tent    Portable Picnic Tent(s) # \_\_\_\_\_    Picnic Tables # \_\_\_\_\_  
 Sand Volleyball Court    Basketball Court # \_\_\_\_\_    Horseshoe Court    Other (specify) \_\_\_\_\_

**PROPOSED USE FOR FACILITY/AREA BEING REQUESTED**

Estimated number of people attending: \_\_\_\_ Adults \_\_\_\_ Children (14 & under) **(Includes all attendees whether using swimming pool or not)**

**DAY, DATE, TIME REQUESTED**

Day:  Monday    Tuesday    Wednesday    Thursday    Friday

Date: \_\_\_\_\_ Rain date: \_\_\_\_\_ Time: From: \_\_\_\_\_ To: \_\_\_\_\_  
*(includes set up/clean up)*

*The applicant/group agrees to abide by all Northampton Township Parks & Recreation rules and regulations. The applicant/group further agrees to leave the site in a clean and orderly condition after use. Full responsibility for any damage to property or persons is assumed by the undersigned as an agent for the sponsor of the event or use. The Township of Northampton and Northampton Valley Country Club, their officials, employees, agents, and volunteers shall be saved harmless from any claim and/or liability hereby arising out of, or in connection with the function activities and uses of requested premises. I have read and received the Northampton Township Parks and Recreation Field and Facility Use Policy and the Rules and Regulations relating to the use of its facilities and equipment and accept the responsibility for meeting the requirements stated therein.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**REQUIRED** FINAL PERMIT WILL NOT BE ISSUED UNTIL ALL DOCUMENTS ARE SUBMITTED AND ALL FEES ARE PAID

- Insurance:** Homeowners Insurance Declaration Page or Certificate of Insurance naming Northampton Township as additional insured and certificate holder \_\_\_\_\_
- Non-Refundable Facility Use Application Fee:** Payable by Cash, Check or Credit Card \$ 25 \_\_\_\_\_
- Fees:** payable by Cash, Check or Credit Card   Use Fee \$ \_\_\_\_\_   Rain Date Fee \$ 25 \_\_\_\_\_  
Equipment Rental Fee \$ \_\_\_\_\_   Large Picnic Tent Use Fee \$ \$25 \_\_\_\_\_   Special Area Prep Fee \$ \_\_\_\_\_  
Parks and Rec Staff Fee \$ \_\_\_\_\_   Other Township Staff Fee \$ \_\_\_\_\_
- A Separate Refundable Security Deposit: Payable by check only.**  
Facility Security Deposit \$ 500.00   Equipment Usage Security Deposit \$ \_\_\_\_\_

**TO BE COMPLETED BY Parks & Rec**

Date Application Received \_\_\_\_\_

Approved    Approved with changes \_\_\_\_\_

Not Approved/Reason \_\_\_\_\_

**PERMIT:**



Parks & Rec Signature

**AREA REQUESTED:**

- Wading Pool    Lap Lane(s) # \_\_\_\_\_    Diving Well    3 Foot Pool    Covered Patio Area    Uncovered Patio Area
- Large Picnic Tent    Portable Picnic Tent(s) # \_\_\_\_\_    Picnic Tables # \_\_\_\_\_
- Sand Volleyball Court    Basketball Court # \_\_\_\_\_    Horseshoes    Other (specify) \_\_\_\_\_

**INSURANCE: *DUE NO LATER THAN 2 WEEKS PRIOR TO USE***

- Certificate of Insurance naming Northampton Township and Northampton Valley Country Club as additional insured and certificate holders
- Current Homeowners Policy Declaration Page

**FEES: (Cash, Check or Credit Card) *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE***

- Non Refundable Application Fee \$ \_\_\_\_\_ *DUE WITH APPLICATION*
- Facility Use Fee \$ \_\_\_\_\_

**ADDITIONAL FEES: (Cash, Check or Credit Card) *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE***

- Rain Date Fee \$ \_\_\_\_\_
- Equipment Rental Fee \$ \_\_\_\_\_
- Private Tent Authorization Fee \$ \_\_\_\_\_
- Special Area Prep Fee \$ \_\_\_\_\_
- Parks & Rec Staff Fee \$ \_\_\_\_\_
- Other Staff Fee \$ \_\_\_\_\_

**SECURITY DEPOSITS: (Check Only) *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE***

- Facility Security Deposit Fee: \$ \_\_\_\_\_
- Equipment Security Deposit Fee: \$ \_\_\_\_\_

Received By \_\_\_\_\_

Receipt # \_\_\_\_\_

Date \_\_\_\_\_