

NORTHAMPTON TOWNSHIP PARKS AND RECREATION FEE SCHEDULE POLICY

The Parks and Recreation Board instituted a fee schedule for the use of the Parks and Recreation facilities so that residents have priority use and to ensure that actual users share in the upkeep of the facilities. This policy is intended to prevent over use and inappropriate usage of the facilities. The fees collected may be used to enhance the facilities or for other capital improvements as decided by the Parks and Recreation Board.

Additional documents which govern the use of the facilities and the processes required to obtain permits are as follows: Northampton Township Parks and Recreation Field and Facility Use Policy, Field and Facility Use Rules and Regulations, the Accreditation of User Groups and the Code of the Township of Northampton.

All facilities are available for residents to use except the Miracle League Fields which are by special permit only. Facilities are used on a first come, first serve basis unless a permit is presented. A permit provides for priority use. To obtain a permit and ensure priority use, one must submit a Facility Use Application along with the appropriate non-refundable application fee, applicable documentation and associated fees.

Permits are recommended and in some cases are required for groups who gather at Northampton Township Parks and Recreation facilities. Groups include participants as well as non-participants. Permits are required for all individuals, businesses and/or groups charging fees for training, instruction, activities or events.

The following apply to all requests for use:

- A resident (R) may submit a permit application at any time. Applicants residing in as well as a business housed or operating within Northampton Township are charged the appropriate resident (R) fees. A non – resident (NR) may submit a permit application three (3) months in advance. Applicants residing outside as well as a business housed or operating outside Northampton Township are charged the appropriate non-resident (NR) fees.
- Groups, leagues, businesses and organizations based or operating within Northampton Township are charged the appropriate resident (R) fees. Groups, leagues, businesses and organizations based or located outside Northampton Township are charged the appropriate non-resident (NR) fees.
- Individuals renting a Township facility for personal use must submit a homeowner's/renter's insurance policy declaration page or event insurance reflecting liability limits at the time fees and forms are submitted.
- Groups, leagues, businesses and organizations renting a Township facility must submit a certificate of insurance in the amount of \$1,000,000/\$3,000,000 general liability, \$100,000 property damage and naming Northampton Township as an additional insured and certificate holder at the time fees and forms are submitted.

- Two seasons are used for scheduling of outdoor facilities: March – July and/or August – December. A traditional season is for example: Spring Baseball/Softball, Fall Football/Soccer etc.
- Availability of the Recreation Center is based on the Parks and Recreation Department’s program schedule and may vary each month.
- Facility Use Application Fees, payable by cash, check or credit card must accompany the application and are not refundable.
- Hours of rental or use must include time needed for set up and clean up.
- Parks and Recreation Staff may be required during the rental period at an additional fee in accordance with the current fee schedule.
- Police Staff may be required during the rental period at an additional fee; the cost is calculated at current police rates.
- Light Fees are assessed per hour, per field in accordance with the current fee schedule.
- Electric Use Fees are assessed per hour, per location in accordance with the current fee schedule.
- Facility Use Fees must be paid by cash, check or credit card no later than 21 calendar days prior to use.
- A separate Security Deposit must be paid no later than 21 calendar days prior to use, in the amount depicted on the appropriate fee schedule. Refund of the security deposit will be processed upon satisfactory inspection of rented facility when no damages are found or reported. Refunds are processed in accordance with Township Accounts Payable schedule and may take up to 45 days.
- In the event use of the facility is cancelled by the applicant at least 21 calendar days prior to use, all fees except the application and staff fees may be refunded.
- In the event use of the facility is cancelled by the Township for any reason and at any time prior to use, all fees including the application fee will be refunded.

Once the event is approved all applicable fees and charges will be assessed in accordance with the Township and/or Parks and Recreation Fee Schedule. Fees may be adjusted at the discretion of the Parks and Recreation Board.

Definition of Users:

- I. **Individual** -- a specific person, not part of any group.
- II. **Group** -- any number of people sharing something in common such as an interest, belief, or athletic competition. A group includes participants as well as non-participants such as spectators, referees, umpires, etc.
 - **Pick-up** – unplanned gathering where people respond to events as they happen. Casual games played mostly for fun, informal and not scheduled or coordinated in advance.
 - **Semi organized** – existing on a small, informal scale and involving minor coordination.
 - **Organized** -- existing on a large scale and involving the systematic coordination of many different considerations.

- **League** – group of sports clubs, an association of sports clubs or teams that compete with each other.
- **Organization** -- a group of people identified by a shared interest or purpose, such as a business or non-profit group.

Glossary:

- I. **Recreation facilities** – include athletic fields, recreation areas, basketball courts, tennis courts, hockey rink, ga-ga pit, picnic pabillions and the recreation center. The recreation center houses an art/party room, a dance studio, a gymnasium, a kitchen area, meeting rooms and a multi-purpose room.
- II. **Resident** – is someone who resides within the boundaries of Northampton Township. Applicants residing in as well as businesses housed or operating within Northampton Township are charged the appropriate resident (R) fee. Proof of residency may be required.
- III. **CR Resident** – is someone who resides outside the borders of Northampton Township but within the Council Rock School District.
- IV. **Non-Resident**—is someone who resides outside the boundaries of Northampton Township and Council Rock School District.
- V. **Accredited Sports Organization**—is an organized sports group that has met all requirements outlined in Northampton Township Accreditation of User Groups.
- VI. **Partner Organization**-- is an organized sports group that is closely affiliated with a Northampton Township Accredited Sports Organization but is not operated under or governed by that sports organization.

Categories of Use:

I. Single Use

Any individual, group, league, business or organization (semi-organized or organized) may request a facility for a single event or athletic competition.

A one time pick-up game is spontaneous therefore a permit is not required.

II. Multiple Use (2 or more dates but not seasonal use)

An individual, group, league, business or organization may request multiple uses of the same facility within the same season on a single application.

Groups, both organized and semi-organized using the same or different facilities for multiple uses must obtain a permit.

Multiple use of a single or of different facilities by groups without a permit is not considered “Pick-up” and is in violation of this policy.

Upon approval of the multiple dates, the facility use fee may be discounted by 10% off the adopted fee for each date scheduled except for those who may already receive a discounted rate for use. There will be no discount on additional fees such as additional staff needed, lighting, or electric use etc. Separate Security Deposit, payable by check only is due, at least one week prior to the **first** use and will be retained until after the final date approved on the application.

III. Seasonal/League Use

Leagues and Organizations may request use of facilities for seasonal use. All criteria outlined in the Field Use Policy, Rules and Regulations, Accreditation of User Groups and the Code of the Township of Northampton must be met prior to Parks and Recreation Board approval.

IV. Programs/Camps/Sports Clinics/Private Instruction, etc.

It is recommended that all programs, camps, sports clinics, private instruction, etc. be offered through the Parks and Recreation Department. If the applicant wishes to operate separate from the Parks and Recreation Department, prior to any planning of any program, camp or clinic the individual or organization, must first complete a facility use application to ensure that the use is permissible, dates are available and that the Township facility can accommodate the activities planned.

When an application is presented for approval the Non-refundable Facility Use Application Fee must accompany the application.

The application will be presented to the Parks and Recreation Director or his/her representative and if approved the Use Fee will be determined on a case by case basis. The applicant may be asked to interview with the Parks and Recreation Board.

If approved and in the event that the program/camp is cancelled prior to initial use, only the facility use fee and security deposit will be refunded. In the event of any other cancellations the facility use fee will be credited to the applicant’s account and a refund of any unused fees will be issued upon expiration of the permit.

V. Tournaments

It is recommended that prior to any planning of a tournament the individual or organization, first completes a facility use application to ensure that the dates are available and that the Township facility can accommodate the groups.

Once it is determined that a Township Parks and Recreation facility can support the event, an application is to be filed for review and approval by the Parks and Recreation Board and any other Township departments such as the Police, Public Works and Code Enforcement/Zoning if necessary. Other permits may be required as mandated by Township policy.

VI. Special Events

It is recommended that prior to any planning of a special event, the individual or organization planning such an event, first meet with the Director of Parks and Recreation to determine whether or not a Township facility is the most appropriate and ideal venue.

Once it is determined that a Township Parks and Recreation facility can support the event, an application is to be filed for review and approval by the Parks and Recreation Board and any other Township departments such as the Police, Code Enforcement/Zoning and Public Works. if necessary. Other permits may be required as mandated by Township policy.

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