

**NORTHAMPTON TOWNSHIP
PARKS AND RECREATION
FIELD AND FACILITY USE - RULES AND REGULATIONS**

The Northampton Township Parks and Facilities are to be enjoyed by Northampton Residents and their guests. For the Township to be able to provide quality and safe facilities it is the responsibility of park users to respect and adhere to the policies and rules and regulations governing use of the recreation facilities. Use must be in compliance with this Field and Facility Rules and Regulations, Field and Facility Use Policy, Accreditation of User Groups, Parks and Recreation Fee Schedule and the Code of the Township of Northampton.

It is the responsibility of the Parks and Recreation Board to govern and fairly assign use of the facilities. It is the goal of this Board to see that the needs of the Northampton Community are met. Facilities are available for use by community organizations, individuals, and businesses. Activities operated by/for Northampton Township and Northampton Township organizations/residents have priority of all facilities.

Recreation facilities include athletic fields, recreation areas, basketball courts, tennis courts, a hockey rink, a gaga pit, picnic pavilions 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.

The use of Township Parks and Recreation Facilities is subject to the Rules and Regulations set forth below.

A. USE WITHOUT A PERMIT

Recreation facilities are limited; therefore, use without a permit cannot be guaranteed.

1. A resident wishing to use a recreation facility may do so on a first come, first serve basis. However, if the facility is scheduled or permitted to others, the individual must relinquish use to the permit holder.
 - a. The permit must be presented for review.
 - b. Accredited Sports Groups, who are given allocation of the fields, have authorized use and are given the right to ask non-permit holders to leave the facility in the event of the following:
 - To begin their use
 - To begin a scheduled practice.
 - To begin a game within the hour
 - To prepare the field for the day's league play within 3 hours of the start of the scheduled game.
 - c. Permit holders may claim use of the facility only for the time authorized and noted on the permit.
 - d. Those not vacating the facility to permit holders will be in violation of the rules and regulations set forth by the Parks and Recreation Board.

2. Group Use of facilities are allowed without a permit if the group does not exceed a total of 12 (twelve) people. If the group exceeds 12 (twelve) people then a permit is required as stated in the following:
 - a. Any group regardless of the number of people in the group who meet on a regular basis or multiple times at a park may be required to obtain a permit.
 - b. Anyone providing or performing a professional service, including, but not limited to: personal or group instruction, training, clinic and/or camp; paid or unpaid, must obtain a permit regardless of the number of people receiving instruction or in the group.
 - i. Facilitating a program on Township owned property is a form of solicitation. In accordance with the Code of Northampton Township Section 16-104, use of any park facility or section of a park facility for commercial or profit-making activities without a special permit issued by the Township is prohibited.
 - ii. Private Instruction/Business Use – No person shall provide commercial personal services within the limits of any park area, including but not limited to teaching, training, coaching, yoga, tai chi, aerobics and other fitness activities, or education of any type whatsoever without prior written consent of the Township Parks and Recreation Department. Written consent shall be achieved through application filed not less than 30 days prior to the date of the commercial personal service and the compliance with all other regulations of the Township Parks and Recreation Dept., including the submission of certificate of insurance and licensing, where applicable, and payment of appropriate fees.

B. USE WITH A PERMIT

1. Recreation facilities are limited. To ensure availability for league play, special events or individual scheduled use, it is necessary to issue permits. Permits are issued for single use, multiple use, seasonal use, special events and tournaments.
2. Requests for use of a recreation facility must be made in writing using the appropriate Facility Use Application. Phone requests will not be accepted. Facility Use Applications can be obtained at the Northampton Township Parks and Recreation Office, 55 Township Road, Richboro, PA 18954 or online at www.northamptonrec.com. The applications can be found under general info and then in department info under forms.
3. Residents may submit a Facility Use Application up to nine (9) months prior to the requested use. Non-residents or out of township businesses and organizations can submit an Application three months in advance of the requested use.
4. In the event more applications for use are received than space is available, such applications shall be considered in the order received by the Department only after the requests from the accredited groups are reviewed and allocations made.

5. All applications must be signed by the applicant. If the applicant is a sports organization or a business, the application shall be signed by an officer of the organization/business indicating his/her title or position within the organization.
6. No person under the age of eighteen (18) years shall be issued a permit for the use of facilities.
7. Once availability is confirmed, the applicant must make payment of any required fees, submit the applicable security deposit, and either a Certificate of Liability Insurance naming Northampton Township as an additional insured and certificate holder (for groups/organizations) or event insurance or copy of Homeowners/Renters Insurance Declaration Page, as required.
8. Upon receipt of payment and all other required documentation, a permit will be issued.
9. The holder of any permit issued by the Department shall be held responsible for the actions and conduct of all persons including players/participants and spectators using the facility under his/her permit.
10. The approved user may not sublet or transfer rights and privileges to any other individual, group or organization, without the written consent from the Parks and Recreation Board.
11. In the event use of a permitted facility needs to be cancelled contact the Parks and Recreation staff member who issued the permit at 215-357-6800 so that others may have the opportunity to use the facility.
12. Any permit issued by the Department may be revoked at any time for violations of the Field and Facility Use Policy, Field and Facility Rules and Regulations, Accreditation of User Groups, Parks and Recreation Fee Schedule and/or the Code of the Township of Northampton.

C. TYPES OF USE

1. SINGLE / ONE TIME USE

- a) A Facility Use Application for a single- or one-time use must be submitted with the application fee no later than three weeks prior to the requested use date.
- b) Review of the Facility Use Application cannot be guaranteed in the event the application is submitted less than three weeks prior to the requested use date.

2. REGULAR /MULTIPLE USE

- a) Regular or Multiple use is defined as more often than once in a month regardless of the day or time
- b) If a group, made up of more than 12 people, meets on a regular basis or multiple times at any Township owned park, field or facility for organized, semi-organized games, pick-up games or any type of gathering a permit is needed.

3. SEASONAL USE

- a) In the event an individual requests seasonal use, the Facility Use Application must be received by the Recreation Office at least one month prior to the requested dates. Consideration to the application will not be given until the accredited youth sports groups are given approvals.
- b) In the event an organization requests seasonal use, the application for use must be received by the Recreation Office no later than January 31st of the year being requested. Any organization wishing to schedule the regular use of a Township facility must seek accreditation by the Parks and Recreation Board. Approved Accredited Youths Sports Organizations will receive priority use as outlined in the Northampton Township's Field and Facility Accreditation of User Groups. Accredited groups are requested to submit the applications for use by December 31st prior to the year being requested.

Seasonal use is defined as traditional sport season i.e. spring baseball, fall football, fall soccer, winter basketball. Other dates are considered an additional season...i.e. fall baseball, spring soccer.

The following are required to be submitted to be considered for seasonal use:

- i. A list of the Board of Directors of the organization, including names, addresses, phone numbers and capacity in which they serve.
- ii. A copy of the organizational by- laws.
- iii. Copy of the previous season's practice and game schedules.
- iv. Past season's team rosters complete with team name, manager/coaches' names, players' names, players' full addresses and phone numbers. Once field or facility use is approved it is the responsibility of the user group to forward a copy of the current rosters of all teams to the Northampton Township Recreation Office **prior to** the initial use
 - 1) Past season's practice schedule sorted by field, team name(s) and times. It is the responsibility of the user group to forward a copy of the present practice schedule to the Northampton Township Recreation Office **prior to** the initial use

- 2) Current season's game schedule sorted by field, team name(s) and times of the facilities must be forwarded to Northampton Township Recreation Office **prior** to the initial use.
- 3) Additional information: registration and participation fees, documentation requirements such as proof of age and residency, as well as the name and phone number of a contact person maintaining all registration information.
- 4) Copy of organization's certificate of insurance. All groups wishing to use a recreation facility on a scheduled basis must submit a **Certificate of Liability 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. A current certificate will be due **prior to** the start of the playing season.
- 5) Evidence of the organization's fulfillment of the requirement to obtain all appropriate volunteers' background checks.
- 6) Additional responsibilities of seasonal field users:
 - a) It is recommended that all groups authorized to use facilities have a representative attend all regularly scheduled Park & Recreation Board meetings.
 - b) The groups authorized to use the facilities are required to evaluate the facility and/or field conditions prior to the start of any practices and/or games. In the event of inclement weather, and whenever the possibility of damage to the fields may exist, the user group is not permitted to use the field for practices and/or games. This judgment call shall be the responsibility of the user group, unless prior notification is given by the Park and Recreation Director. In the event there is field damage, the Park and Recreation Board will review the decision made by the user group to determine if this Field Allocation Policy has been violated and if repairs are necessary. The cost of all repairs will be borne by the user group.
 - c) Within two weeks prior to the expiration date of the allocation, it will be the responsibility of the user group to schedule a meeting with the Park and Recreation Director and/or a Field & Facility Committee member to inspect the facility, at which time the present condition of the facility will be reviewed.

4. SPECIAL EVENT/TOURNAMENT

- i. If an organization or individual wishes to utilize a recreation facility for a special event or tournament, it is recommended that the Facility Use Application be submitted to the Park and Recreation office at least 90 days prior to the event.

- ii. All Facility Use Applications submitted for a special event must be accompanied with the appropriate non-refundable application fee.
- iii. The Security Deposit and the Usage Fee is determined by the Parks and Recreation Board as listed in the Facility Use Fee Schedule or upon its review of the event and the involvement deemed necessary by the Parks and Recreation Board and Staff.
- iv. Prior to approval and issuance of a permit, a meeting between the organizers and the Director of Parks and Recreation will take place to ensure that all plans, needs, issues and concerns are addressed.
- v. The application must be accompanied with the following before the application will be reviewed:
 - a) A description of the event, including schedule of events, number of people/teams expected, extent of use of facility, traffic control methods and any assistance required of the Township.
 - b) The names and phone numbers of at least two people who will be present at the event and will serve as the point of contact.
 - c) Any group or individual requesting use of a facility for a fundraiser must submit a Certificate of Liability 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. For individuals, most homeowner's/renter's policies offer an "Event Endorsement" which would cover such an event.
 - d) Only upon receipt of the insurance document will the applicant receive written approval from the Director of Parks & Recreation and/or representative of the Park & Recreation Board.

D. FEES AND CHARGES

1. The Parks and Recreation Board adopts a fee schedule for the use of the Parks and Recreation facilities. These fees are necessary so actual users share in the operation and upkeep of the facilities.
2. Times approved for use include time utilized for set up and clean up. Additional fees will be assessed for any excessive time used beyond the authorized time. Additional charges will be applied if the facility is not left orderly and trash is not disposed of properly. All facilities must be returned to the condition in which they were found including but not limited to returning tables and chairs to their pre-rental state, disposing of all trash/garbage appropriately, etc.

3. Application fee is due upon receipt of application.
4. Usage fees including security and any additional fees are due three weeks prior to scheduled use. In the event the fees are not paid upon due date, the permit may not be issued.
5. Fees for field and facility use for single use, multiple use, seasonal use, camp use and tournaments are charged in accordance with the Northampton Township Parks and Recreation Fee Schedule as approved by the Parks and Recreation Board.
6. Fees for SPECIAL EVENTS including the Security Deposit and the Usage Fee will be determined by the Parks and Recreation Board upon its review of the event and the involvement deemed necessary by the Parks and Recreation Board and Staff. The Facility Use Application submitted for a special event must be accompanied with the non-refundable application fee prior to the planning meeting.

E. FACILITY USER'S LIMITATIONS AND RESTRICTIONS

1. All facility users must abide by the following:
 - a. Park hours are dawn to dusk. When lighted fields are in use, park hours are dawn to 11 p.m.
 - b. Recreation Center hours are consistent with programs and authorized use.
 - c. Motor vehicles are to use the parking lots. Parking in unauthorized areas is not permitted and is in violation of the Northampton Township Code, Parks and Recreation §16- 101, Paragraphs E & F. Violation of the Township Code may result in individuals being ticketed by police. If violations are excessive, organizations which are allocated the facility during the times of the violations may be fined up to \$1000 per infraction and/or lose their field allocation.
 - d. The playing fields and field equipment are to be used only for their intended purposes in accordance with the Northampton Township Code of Ordinances Chapter 16 Parks and Recreation §16-101, Paragraph L unless prior approval is granted in writing by the Parks and Recreation Board.
 - e. There shall be no temporary or permanent installation of equipment on, or alterations to, Township property without written approval from the Parks & Recreation Board. This includes lining of the fields, playing areas and trails. All athletic field lines shall be lined or painted only on the fields allocated for a specific sport, i.e. soccer lines on soccer fields, baseball lines on baseball fields, etc. All lines and notations on park trails shall be marked using temporary eco-friendly paint. All requests should be made in writing to the Park & Recreation Director. Failure to comply will be subject to possible relinquishment of field use and review by the Parks and Recreation Board.
 - f. Fire, health and general safety regulations must always be obeyed.

- g. The use of alcohol is PROHIBITED as outlined in Northampton Township Code of Ordinances Parks and Recreation §16-101, Paragraph N. Violation of this ordinance may result in individuals and organizations being fined and losing their field allocation and future opportunity to use Township facilities.
 - h. Use of tobacco products is PROHIBITED on all Township properties and in all Township facilities in accordance with Northampton Township Code of Ordinance #579 Use of all tobacco products including cigarettes, electronic cigarettes, cigars, chewing tobacco and snuff is prohibited
 - i. A public address (PA) system may be used with prior approval only; the volume shall be reasonable and not disturbing to the public and surrounding neighbors. PA systems shall not be used prior to 9 a.m. or after 10 p.m. on weekdays or after 11 p.m. on weekends. Use of air horns is prohibited.
 - j. Solicitation and/or fundraising in the parks is reserved for the accredited sports groups and the Township. All fundraising activities or events must be approved by the Parks and Recreation Board.
 - k. Advertising is limited to Township sponsored or approved programs. A display of any and all signs must be approved by the Township.
- All facilities are to be left in a usable and litter-free state. Recycling procedures must be followed. Violations of any of the above may result in revoking permission to use the facility.

F. PARKS AND RECREATION BOARD'S RIGHTS AND RESPONSIBILITIES

- a. The fact that a group is permitted to use or meet at Township recreation facilities does not, in any way, constitutes the Township's endorsement of the group's policies or beliefs.
- b. The Parks & Recreation Board, in its sole discretion, reserves the right to deny any application, revoke any approval (temporary and/or final), and/or cancel any approved use or event.
- c. The Parks & Recreation Board in its sole discretion reserves the right to deviate from the Field and Facility Use Policy and Rules and Regulations in order to resolve special problems that may arise.
- d. The Parks & Recreation Board reserves the right to suspend prior seasonal permit of a facility(s) to accommodate special requests. The approved user groups shall receive notification of the event no less than three weeks prior to the event.
- e. By its submission of an application, applicant agrees that the Parks and Recreation Board shall not be held responsible or accountable for any action taken in accordance with these regulations. Further the Parks and Recreation Board shall be held harmless and immune from liability and suit by the applicant for action taken pursuant to these rules and regulations.

G. ENFORCEMENT

The Policies, Rules and Regulations for Facility and Field Use as adopted by the Parks and Recreation Board shall be enforced by the Northampton Township Police

Department per the Code of Ordinances Township of Northampton Administration and Government §1-217 and Parks and Recreation §16-105.

H. VIOLATIONS AND PENALTIES

Violations of any Policy, Rules and Regulation for Facility and Field Use is punishable under the Code of Ordinances Township of Northampton Administration and Government §1-218 and Parks and Recreation §16-106.