

# NORTH STRABANE TOWNSHIP PARKS & RECREATION

## FIELD USAGE POLICY

### A. Purpose

Manage North Strabane Township's parks and athletic facilities in such a way as to ensure fair, open, and equitable use as outlined in Section B of this policy.

This will be accomplished by the following means:

- Outline available fields and dates of usage.
- Outline facility-scheduling procedures and policies.
- Define usage fees and charges for use of facilities.
- Define rules and regulations
- Manage the limited number of North Strabane Township athletic fields and facilities in a fair and reasonable manner.

### B. Priority for Field Usage

Field usage priority as follows:

- Canon-McMillan School District based youth organizations
- Resident based organizations
- Non-Resident based organizations

W-9 form must be submitted to prove organization EIN is located in Canon-McMillan School District area

### C. Scheduling Procedures and Requirements

**All reservations will be made through the Civic-Rec program through the North Strabane Township website or in person by the Parks Director or Administrative Assistant.**

- Deposits and payments must be made per the requirements of CivicRec (50% at the time of reservation- balance to be paid within 30 days of **first** reservation. Note there is a 5% late payment charge, imposed every 30 days beyond initial due date. Leagues may not take the field if they are not scheduled.
- North Strabane Township reserves the right to limit the amount of play permitted on Township fields.
- North Strabane Township will determine the days of availability for all practices, league play, tournament play, rain dates, and play-offs.
- All Canon-McMillan based youth organizations requesting usage shall submit a Field Request Form and must be able to verify roster.
- All organizations and leagues shall secure and maintain, at no expense to North Strabane Township, a comprehensive general liability insurance policy. Policy shall:
  - Provide to North Strabane Township, its officials, agents, and employees as identified, as an additional named insured;
  - Provide liability limits with per occurrence and aggregate limits of not less than \$500,000.

- The organization/league coordinator and/or president shall, at the time of application submittal, file with North Strabane Township, certificate of insurance showing insurance coverage in force prior to start of field usage or activities.
  - The policy shall be endorsed to require 30 days written notice of cancellation to North Strabane Township.
- North Strabane Township Parks and Recreation Department will assign game and practice dates and times. Users must meet requirements as outlined within this document. Allocation for games and practices is based on the total number of requests received, availability, and priority outlines. A schedule including assigned dates and times will be available on the CivicRec website. Requesting league and/or other users are required to remove unwanted assigned dates/times and return a list of deletions within one (1) week of reservation. Assignments will be charged, used or not. No response to the schedule will be considered acceptance by the leagues and/or users. Swapping and/or trading between leagues is not allowed. When possible, openings may be offered to other users on a priority basis as defined within the priority definitions earlier stated.
  - League or user schedulers are required to give notice when requesting in-season changes in a request for field usage time. Requested deletions of scheduled games/events must be made within a time frame of 72 hours allowing for others to have an opportunity to book the field. If cancelled time slot(s) can't be filled, the original league and/or user to the time slot is responsible.
  - North Strabane Township Parks and Recreation Department reserves the right to limit the amount of scheduled and non-scheduled play on fields during any given season to prevent excessive damage to turf. Tournaments cancelled due to weather may be eligible for either a full or partial refund.

#### **E. Reservation Fees and Charges for Township Athletic Fields**

Athletic field reservation fees are outlined on the Fee Schedule. Activities requiring additional field preparation may be assessed a maintenance fee, (This would be the excessive use of materials for drying fields, etc., not daily use). The North Strabane Parks and Recreation Department will specify fees for facility usage in the Fee Schedule adopted annually.

#### **F. Responsibilities of Organizations and/or Users using Facilities**

- Observe all park rules as outlined in Section G. When driving the park parking lots, please be especially watchful for children.
- Payment of any appropriate Township fees.
- Pre-Game preparation of field, including lining, raking, etc. All groups must use materials supplied by North Strabane Township (Line, infield mix, clay, etc.).
- Use of fertilizers, drying agents or compounds on fields is not permitted. Any and all field work performed by leagues and/or users must be pre-approved by North Strabane Township.
- Hanging signs and banners of any type is strictly prohibited.
- Clean up all trash in and around field after use (including under bleachers) and place in appropriate trash receptacles. Deposit will be withheld at the end of season for

lack of cooperation.

- Maintain and set appropriate expectations of behavior from participants, spectators, and league representatives.
- Park only in designated parking areas and prohibit driving of any vehicles except on park entrance drives and parking lots. Stay off the grass. Vehicles improperly parked may be subject to towing.
- Be a good neighbor. Keep sound levels to a minimum. No bullhorns, sound amplification, or lights (other than those provided by or approved by the Township are allowed).
- North Strabane Township Park is a tobacco free park. Use of cigarettes, cigars, pipes, snuff, chewing tobacco, etc. is strictly prohibited.
- Applicants/Users are responsible for any damage done to the field and/or pavilion.
- No sales are permitted on park property without the proper vendor permit and authorization by North Strabane Township.
- Alcoholic beverages, either consumption or possession, is strictly prohibited within the athletic fields including bleachers and dugouts.
- Any organization with a Use Agreement with the Township must honor any stipulations in that agreement, including submission of a schedule of games, practices, and //or tournaments as per the Usage Agreement.
- No storage boxes are to be placed on or around any fields.

#### **Township Services**

- Basic field maintenance (mowing, watering, fertilizing, fence repair, facility inspections)
- Coordinate special maintenance and facility use needs.
- Schedule Field Usage
- Empty trash and recycling receptacles
- Fields will be dragged subject to man power and availability

#### **G. Parks and Recreation Areas**

- Hours – No person or persons shall be allowed in the park or on a trail except between dawn and 11:00 P.M. unless a permit has been obtained from the Township.
- No person shall deface, destroy or remove any public signs, notices, equipment or other property of the park or trail.
- No hunting is allowed in the park or on a trail; no person shall injure or kill wildlife within the park or on a trail.
- Alcoholic beverages – Possession or consumption of alcoholic beverages in the park or on the trail is strictly prohibited unless a permit is obtained through the Township in conjunction with the use of a pavilion.
- No gambling or any obscene or indecent act, or any abusive, threatening, indecent or profane language, or any conduct that may annoy others shall be allowed in the park or on the trail.
- Parking – No parking shall be allowed in any portion of the park or trail except in spaces specifically set aside and marked for parking purposes.
- No motorized recreational vehicles including, but limited to, go-carts, mini-bikes, or all-terrain vehicles, shall be permitted in the park or on the trail. Exceptions may apply for special events, provided a permit has been obtained from the Township. Motorized wheelchairs and scooters for handicapped use are permitted on paved trails or

wherever the park or trail is handicapped accessible.

- No horses are permitted in the park or on the trail. Exceptions may apply for special events, provided a permit has been obtained from the Township.
- Litter – No person shall litter in the park, pavilion or on the trail.
- No dogs or cats are allowed in the park or on the trail unless properly restrained on a leash not exceeding ten (10) feet in length. All dog and cat waste is to be picked up and disposed of immediately in the receptacles provided by the Township.
- No person shall light a fire or permit a fire to burn in the park, pavilion or on the trail, except in fireplaces provided for such purposes.
- The playing of golf in the park is prohibited.

Any violations of the Parks Regulations may/will result in additional penalties up to and including immediate removal from Township facilities.