

ATHLETIC FACILITIES USE POLICY

HANOVER TOWNSHIP, LEHIGH COUNTY

Introduction

Hanover Township, Lehigh County ("the Township") has established the following policies and procedures to ensure the safe and efficient use and the equitable availability of Township park and athletic facilities. The Township reserves the right to modify these policies and procedures and to develop and enforce such additional rules and regulations as may be required for the protection of the parks, the individual facilities of the parks, and the users and patrons of the parks. Any unreserved park and athletic facility is available to residents of the Township for open, unstructured, public recreation activity on a first come/first served basis.

Park Purpose and Mission

- The purpose of Hanover Township, Lehigh County parks and recreational facilities is to provide age and needs appropriate skill development, sports, exercise, and entertainment products to residents and visitors of Hanover Township, Lehigh County so they can use their leisure time to pursue the recreational activities of their choosing.
- The purpose of Hanover Township, Lehigh County parks and recreational facilities is to provide greenways, park land, and recreational facility products to residents and visitors of Hanover Township, Lehigh County so they can experience safe, clean, and enhanced facilities to recreate in the activity of their choosing.
- It is the mission of Hanover Township, Lehigh County to provide every citizen of Hanover Township, Lehigh County with an equal opportunity for safe recreational and cultural activities within a network of parks and greenways that preserves and protects the region's natural resources.
- The Township parks mission is to preserve and protect all natural and significant cultural resources and values, to provide recreational opportunities that are compatible with the protection and appreciation of park resources for diverse groups, and to provide educational opportunities to foster understanding and appreciation of the natural and human history of the region.

Waivers

Hanover Township, Lehigh County reserves the right to waive policies in whole or in part; to waive restriction or conditions; to impose restrictions and conditions; to require additional security; to waive fees in whole or in part; to impose additional insurance requirements; to require township inspections and approvals; and to take such steps as may be necessary to ensure the health, safety and welfare of the residents of the Township and the users of the Park.

Fees & Charges

1. The most recent schedule of fees and charges ("**Fee Schedule**") for the use of park facilities, as approved by the Township, shall be appended to and made a part of this section.

Athletic Facility Use Rules

1. Athletic facilities are available for use without prior reservation, but use may be reserved/rented in advance.
2. Athletic facility rental is separate and aside from rental of a Township pavilion. Residents, nonresidents or organizations who wish to rent an athletic facility shall obtain a permit from the Township for a specific date(s) and time(s).
3. In the event the applicant is an athletic league or similar which provides structured game(s) or practice(s), the applicant shall provide the Township with a complete schedule of all game(s) and practice(s) to be played at the Township facility.
4. Athletic league or similar usage shall be limited to Monday through Thursday.
5. In the event a Township event or function conflicts with an organization's use of the athletic facility identified in this Policy, the Township event or function shall have priority and the conflict will be resolved by the organization's rescheduling its use of the Township facility.
6. The Township shall have the absolute right and discretion to cancel any permission granted to any organization to use the Township athletic facilities in the event the organization fails to fully satisfy the rules set forth in this Policy, provided, however, the Township shall give written notification to the organization of the specific rule infraction(s) and a reasonable time to correct any infraction(s) prior to cancellation.
7. Permit holders shall be responsible for the supervision of parking, the supervision and control of all participants, spectators and vendors at the event and the removal of all waste at the end of the event.
8. Any and all permits required by state, county, municipality and/or other regulatory body are the responsibility of the applicant requesting rental of the facility.

Liability Insurance Requirements

Applicants for reserved use of Hanover Township athletic facilities must provide the following insurance coverage and documentation.

1. Individual Use with Outside Vendor Participation – An outside vendor is a business offering food or merchandise for sale. The outside vendor must provide:
 - a. Certificate of Insurance indicating either Comprehensive General Liability Coverage or Named Event and Location coverage of not less than \$1,000,000 C.S.L. and naming Hanover Township, Lehigh County, and its officers and employees as additional insureds.
 - b. Proof of Workers Compensation coverage for any employees of vendor.
2. Business Use – Non-profit organizations or business applicants must provide:
 - a. Certificate of Insurance indicating either Comprehensive General Liability Coverage or Named Event and Location coverage of not less than \$1,000,000 C.S.L. and

naming Hanover Township, Lehigh County, and its officers and employees as additional insured's.

- b. Proof of Workers Compensation coverage for any employees of the organization or business.
 - c. Any outside vendor serving the event must provide the same coverage as in 3(a) and (b).
3. Certificates of Insurance shall state the following:
- a. The Applicant's name and address
 - b. The Policy Data
 - c. That a minimum of 30 days cancellation notice shall be provided to the Certificate Holder

Hours of Operation

Township parks and facilities are open to the public from January 1st to December 31st of each year between dawn and dusk of each day. The recreation places shall be closed to the public between dusk of each day and dawn of the next day.

Base Ball Field Rules

It is the responsibility of the users of each field after each game to:

- Police the grounds after each ball game and clean-up debris from that event
- Rake and smooth out the field after each event.
- Lock the rakes and shovels in the box after use.
- Leagues will provide bases and pitching rubber.
- End all ballgames by dusk.
- Return of the key to the lock box at end of Season or Event.
- Township will perform routine maintenance throughout week.

Closing Fields in Inclement Weather

The Township Director of Public Works will be responsible for making the determination due to impending/actual weather to close down fields if they are too wet or unfit to play on. The Township will provide an email message to sports groups announcing the field status and will post on the Township website. It is the responsibility of the individual organizations to develop a system to notify their respective coaches and players of a field closing. If a team plays on a closed field, they will be subject to paying any damages to the field(s).

Parking

Parking is permitted only in designated parking areas in Township parks. Under no circumstances will parking be permitted on fields or grassed areas in Township parks