



*From the desk of  
Karen A. Sweeney, CPRP, CPSI, CPP  
Director of Parks & Recreation*

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**TO:** Seasonal Athletic Organizations/Associations  
**DATE:** December 18, 2019  
**SUBJECT:** 2019 Field/Facility Use Application  
**Cc:** Dave Tomoko, Director of Operations

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As the end of the year approaches its time to once again to think ahead toward the upcoming athletic seasons just around the corner - Included with this correspondence are the 2020 Facility Use Application forms. All requests must be submitted to the Director of Parks and Recreation no later than **January 31, 2020** in order to receive consideration.

We strive to provide a fair and adequate distribution of field space however, please be aware we may not be able to honor all requests as submitted.

Facility use requests must be limited to reflect only the specific fields, dates and times that are needed relative to the official practice/game schedules. Blanket requests will not be given consideration - Upon receipt of official practice and game schedules all permits will be adjusted to reflect only scheduled practice/game times.

Organizations submitting first-time applications will be considered based upon available space after returning organizations have been scheduled.

Applications will not be considered nor permits issued until all required materials (see below) and payment has been received.

Required materials are as follows – please use this list to ensure all material are included with your submission.

- 2019 League/Organization Recap Form
- 2020 Seasonal Application Form (please submit one per season)
- 2020 Maintenance Memorandum of Understanding
- 2020 game and practice schedule/s (each season)
- Child Abuse Clearance and Background Check Verification Form
- Current Certificate of Insurance naming Doylestown Township as an additional insured. Turk Park users must include both Doylestown Township and Count of Bucks as additional insured.
- Official league practice and game schedules clearly showing all scheduled uses
  - Specific field
  - day/date/time
  - defined team(s)
- Designated contact person (one) must be clearly identified.
- All fees as assigned - Fees will be calculated by Doylestown Township and organization invoiced accordingly. Payment is due following receipt of township invoice.
- Security deposit may be required at the discretion of the township.

Fees are calculated seasonally and in accordance with the Township Fee Schedule (available following reorganization – January 6<sup>th</sup>). Fees are not prorated for reduced requests. Add-on dates/times will be calculated at the supplementary weekly rate.

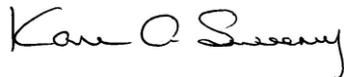
**Tournament/Special Event:**

The *Special Event Application* is available for download at [www.doylestownrec.com](http://www.doylestownrec.com). This form (and all required attachments) is required for any and all organization/league events outside of general practice/game uses. Please note that all tournaments and/or other league events are considered separate from regular seasonal play and are subject to all policies and fees as specified. Rain dates will not be scheduled or held unless reserved in accordance with the fee schedule and are non-refundable.

Doylestown Township functions and events take precedence over all pending or authorized uses. The township reserves the rights to refuse any application, revoke or adjust any previously approved application and/or cancel or modify any facility usage as deemed necessary.

If you have any questions please feel free to contact me at 215-348-9915.

Karen



Karen A Sweeney, CPRP, CPSI, CPP  
Director of Parks & Recreation

Enclosures



# 2019 League Annual Recap/Intro Form

Doylestown Township

Any league/organization authorized to utilize Doylestown Township facilities on a seasonal or continual use basis shall be required each year to submit a summary of the league/organization activity. The recap form must be submitted along with the current Facility Use Application as part of the yearly approval process. First-time leagues/organizations are required to submit a this form with their initial application as a baseline snapshot of their organization.

**League/Organization:** \_\_\_\_\_ **Sport:** \_\_\_\_\_

**Participation** (please use actual numbers not percentages):

Doylestown Township Residents: \_\_\_\_\_ Non-Township Residents: \_\_\_\_\_ Total Participants: \_\_\_\_\_

# of teams assigned to Doylestown Township Fields: \_\_\_\_\_ Average # of participants per team: \_\_\_\_\_

Check One of the following (*must be completed*):

- No Township residents are **excluded** from participation in this league/organization
- Township residents **are/may be** excluded from participation in this league/organization

**Programs/Services Provided** (I.e., program: soccer: G-U12, participants: 120):

<u>Program:</u>	<u>Participants:</u>	<u>Program:</u>	<u>Participants:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Facility Usage** (based on actual 2015 usage):

- Days of use:    Mon.    Tue    Wed    Thu    Fri    Sat    Sunday    M-F    S-S
- Times of use:    Morning (only)    Afternoon (only)    Evening (only)    Combination
- Location:    Turk Park I    Turk Park II    Turk Park III    Central Park    Sauerman    Combination
- Purpose:    Practice    Games    Tournament

**Coaches:**

- # Per Team (average): \_\_\_\_\_ # Coaches Under 18 years of age: \_\_\_\_\_
- # With Coaching Certification: \_\_\_\_\_ # With Coaches Training only: \_\_\_\_\_
- # With First Aid Certification: \_\_\_\_\_ # Coaches/Team w/ CPR Certification: \_\_\_\_\_

Certification/training courses offered to coaches: \_\_\_\_\_

**To the best of my knowledge I attest the above information to be correct.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Authorized League Representative/Official)

# 2020 Seasonal Field/Facility Request Form

Doylestown Township

This form must be completed legibly and returned **by January 31st** to *Doylestown Township, 425 Wells Road, Doylestown, PA 18901*. Returning organizations will receive first priority based upon historical usage. Others will be considered as space is available.

**Submit a separate form for each season requested (check appropriate box):**

Spring (March 16 - June 7)       Summer (June 8 - August 30)       Fall (August 31 - 27-Nov. 22)

Organization Submitting Application \_\_\_\_\_  Township-based (50% min res)     Non-Township-based  
 Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone (day) \_\_\_\_\_ Telephone (cell) \_\_\_\_\_  
 Purpose of Request \_\_\_\_\_

**Facilities Requested - Specify fields requested**

Central Park: \_\_\_\_\_  
 Turk Park 1: \_\_\_\_\_  
 Turk Park 2: \_\_\_\_\_  
 Turk Park 3: \_\_\_\_\_  
 Sauerman Park: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Day, Date, Times Requested**

DAYS	Dates		Times		CHECK APPLICABLE (if other, specify)		
	Start	End	Start	End	Practice	Game	Makeup
<input type="checkbox"/> Monday							
<input type="checkbox"/> Tuesday							
<input type="checkbox"/> Wednesday							
<input type="checkbox"/> Thursday							
<input type="checkbox"/> Friday							
<input type="checkbox"/> Saturday							
<input type="checkbox"/> Sunday							

- Fees are calculated at the seasonal rate and are not prorated. Permits will not be considered valid until all required paperwork and fees are received.
- Complete schedules indicating dates and times for practices, games and other scheduled activities **must** be submitted prior to the start of each season. Use of fields will not be permitted until required paperwork, schedules and insurance are received.
- Township sponsored events will supersede all other activities
- From time to time other functions deemed appropriate by the township may take precedence over scheduled field usage. The organization will be notified in advance of any changes to their previously approved scheduled.
- The Township reserves the right to close any facility due to weather or other conditions as deemed necessary.
- Doylestown Township-based organizations will be given priority over non-residents/groups when assigning facilities.

*The individual, group or organization acknowledges having received and read Doylestown Township Ordinance No. 266 - relating to Park System Rules and Regulations and agrees to abide by all rules and regulations set forth in said ordinance. The organization further agrees to leave the site in a clean and orderly condition after each authorized use, and to cooperate with any Township official requesting the user to act in accordance with the above stated guidelines. 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, its 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.*

**We further affirm that (check one of the following - Required):**

No township residents are **excluded** from participation in this league/organization

Signature of Applicant \_\_\_\_\_ Affiliation with Organization \_\_\_\_\_

Township Use Below

Date Received: \_\_\_\_\_ Approved: \_\_\_\_\_ Auth: \_\_ + \_\_\_\_\_  
 Usage Seasonal Fee:     Yes (refer to annual fee schedule)     Received / \$ \_\_\_\_\_ Date \_\_\_\_\_  
 Usage Fee Camps:       Yes (refer to annual fee schedule)     Received / \$ \_\_\_\_\_ Date \_\_\_\_\_  
 Security Deposit:       Yes (refer to annual fee schedule)     Insurance Cert. /  Received    Date \_\_\_\_\_

## General Information

### Contact/Coordination

Doylestown Township will work only with the designated league contact person; all correspondence, requests, etc. will be made through this individual. Individual requests from coaches, etc. will not be considered.

### Inclement Weather

In the event of inclement weather (i.e., rain, snow, draught, etc.) authorized user groups are expected to utilize due diligence pertaining to the use of assigned fields. Damage caused to any field/facility as a result of use during inclement weather will be the sole responsibility of the user group. All costs for repair of the field/fields will be charged back accordingly. The township reserves the right to close any and/or all fields as deemed necessary and will post closures at [www.doylestownrec.com](http://www.doylestownrec.com).

- In the event of rain, snow, etc. fields are considered "closed" and use of any kind is prohibited.
- In the event of excessively wet/saturated conditions fields are considered "closed"

### Rescheduling

In the event make up games are necessary, it is the responsibility of the designated contact person to submit a written request to the park and recreation department to confirm availability of a field and secure approval.

### Trash and Litter

It is the responsibility of the permit holder to ensure that the fields are clear of trash and debris at the conclusion of each practice/game. Failure to clear the fields and place trash in the provided receptacles will result in additional maintenance fees being charged to the organization.

### Parking & Facility Use Information

#### Central Park

- Fields: Central Park fields will be available for game/practice in accordance with approved schedules Practices. Activity other than authorized will result in termination of the league permit for the season without refund.
- Parking:
  - Parking on the "Loop Road" (including drop-off is strictly prohibited and cars will be ticketed.
  - Entering the park from the exit of the loop road (nearest field #3) is prohibited at all times. Failure to
- Pavilions: Pavilion access/use **is prohibited** for all athletic organizations holding a seasonal use permit. Permits are issued for field use only. If an organization would like to utilize a pavilion the appropriate rental application and fees submitted and rental permit secured.

#### Turk Park I & II

- Fields: Turk Park fields will be available for game/practice in accordance with approved schedules and/or Practices only.
- Parking:
  - Parking on or along Almshouse and/or Turk Roads is prohibited at all times.
  - Grass parking anywhere in the park is prohibited at all times.

#### Turk Park III

- Parking:
  - Driving/parking on the maintenance road (between Turk III fields and Dog Park), including drop-off is strictly prohibited.
  - The maintenance road does not go through to King Park. *Driving to King Park via the maintenance road from Almshouse Road to King Park (Warrington Township) will result in immediate termination of a permit without refund.*

### Conduct

- ❖ Failure to comply guidelines as described will result in suspension/cancellation of permit without refund .
- ❖ Disregard and/or confrontational behavior toward any township representative will result in permit termination without refund.
- ❖ Activity other than authorized will result in termination of the league permit for the season without refund.

**Restricted Dates** All restricted must be respected and adhered to - Every attempt has been made to accurately reflect these dates on the schedule below. A complete list will be forwarded and/or updated as necessary to the designated league contact for distribution to coaches and other league representatives as needed.



## Doylestown Township Parks & Recreation

### Maintenance Memorandum of Understanding *Required by all Authorized/Permitted Field/Facility Users*

Doylestown Township will provide general park maintenance of the facilities and fields including weekly mowing, trash removal (twp. Containers only), and regularly scheduled township comfort facility cleaning. Excessive wear and tear, littering, abuse/damage of any fields and/or facilities will result in additional restoration/damage fees. Additional maintenance, at the organizations expense, may be requested by the applicant and is subject to the townships authorization and/or ability to accommodate such requests.

The applicant will provide all maintenance relative to their event such as field preparation, lining of the fields, setting of bases, goals, corner flags, restoration from tent placement, trash removal, porta-potty placement and removal, etc. relative to the conditions and term of the approved permit.

Motorized vehicles are not permitted (other than designated parking areas) on park fields or surrounding grass areas for the preparation of athletic fields or any other activities unless specific prior approval is obtained from Township.

No modifications/improvements shall be made without the Township's prior approval. Any request to modify or improve park/facilities shall be submitted in writing for review by the Township at least 60 days prior to anticipated work date.

Any portable structures (i.e., fences, backstops, batting cages, tents, porta-potties, temporary structures, etc.) must be approved by the Township prior to installation and must be removed by the organization immediately following the expiration of the permit or within conditions established within the permit or the Township is authorized to remove such items at the applicant's expense.

The Township will make regular site visits throughout the approved timeframe.

Damage/maintenance other than normal wear and tear (including as a result of use during times of inclement weather), the applicant will be solely responsible for restoration/maintenance as specified by the Township. The applicant shall provide all labor and materials to correct such damage, or pay all associated fees assessed by the Township to have damage corrected.

No permanent structure or equipment shall be erected on Township facilities unless approved by the Township and dedicated for community use.

The Township may cancel, postpone and/or schedule "down time" at any time for preservation of facility condition and/or maintenance as needed. Every attempt will be made to limit these closures to periods before and between active season timeframes.

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Authorized League Representative

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Date/s

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Purpose of field facility Use

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Organization

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Authorized League Representative

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Date



Doylestown Township Parks & Recreation  
Child Abuse Clearance and Background Check Verification  
Third Party Field/Facility/Event Applicant

On behalf of \_\_\_\_\_ (organization)

I, \_\_\_\_\_ (authorized representative), swear and affirm  
that;

The above named organization its employees and volunteers are in compliance with the *PA CPSL and Pa. Department of Human Services mandated clearances and/or training as required for employees and/or volunteers who have direct contact or routine interaction with children.*

The above named organization assumes full and complete responsibility for programs and/or facility use as authorized via permit issued by Doylestown Township.

Please check one of the following:

- Minor children are left under the direct supervision of staff and/or volunteers during this program/event/facility use.
- Minor children are never left under the direct supervision of staff and/or volunteers during this program/event/facility use (i.e., parents, legal guardian, etc. are present at all times during the program/event).

Organization: \_\_\_\_\_

Name (print): \_\_\_\_\_

Position: \_\_\_\_\_

Email \_\_\_\_\_

Phone (d) \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_