



West Pikeland Township

1645 Art School Road | Chester Springs PA 19425
westpikeland.com | 610-590-5300 | office@westpikeland.com

Park Facility and Field Use Policy

- I. Introduction
 - a. This policy, in conjunction with Park Ordinance 2013-01, serves to guide the use of Township Park facilities, and to ensure fair, equitable and open use of the facilities described.
 - b. In accordance with Park Ordinance 2013-01, the township shall have general custody of all parks.
 - c. West Pikeland Township reserves the right to amend, alter, or cancel this policy at any time.
 - d. No part of this policy shall conflict with Township code or any applicable laws. In case of any conflict between this policy and the law, the law prevails.
 - e. All use of Township parks and facilities is at the user's own risk.
- II. Facilities and Availability
 - a. The following facilities may be reserved:

| Location | Facilities Available |
|--|---|
| Pine Creek Park 1488 Yellow Springs Road Chester Springs PA 19425 | Pavilion – 25 persons or less Large Multi-purpose field Inside Track Small Multi-purpose field Inside Track Large Multi-purpose field Small Multi-purpose field |
| Walnut Lane Park 803 Walnut Lane Chester Springs PA 19425 | 2 x Large Multi-purpose fields Inside Track |
| Pickering Grove Park 1409 Kimberton Road Chester Springs PA 19425 | Two story Building Various Lean to Shelters |

- b. At any point, fields may be available on a limited basis based upon maintenance and field conditions. West Pikeland Township reserves the right to suspend field availability during periods of inclement weather, poor playing conditions due to



West Pikeland Township

1645 Art School Road | Chester Springs PA 19425
westpikeland.com | 610-590-5300 | office@westpikeland.com

- damage (which would cause hazardous conditions) and opportunities for necessary field maintenance.
- c. Field and facility availability are subject to current leases and/or agreements with outside third parties.
 - d. You may be required to furnish the Township with liability insurance naming the Township as additional insured in a form and amount satisfactory to the Township.
 - e. You agree to indemnify and hold harmless the Township, its Board of Supervisors, agents, and employees against any and all claims, demands, litigation and reasonable attorney's fees, arising out of your use of the Township property including claims of any participants in the event any spectator or anyone else is present in the park.
 - f. Use after dusk: In accordance with 2013-01 §3(a), "No person shall be allowed in any Township Park except between the hours of sunrise and sunset, unless a permit has been issued by the Township".
- III. Priority of Usage - Fields
- a. Priority will be given to users and users groups in the following order for field usage:
 - i. Programs and activities of West Pikeland Township, including Township Committees, Township Councils and Chester Springs Library will receive priority use of all facilities.
 - ii. Programs and activities of primary user groups that benefit township residents.
 - iii. Township based nonprofit organizations (proof of nonprofit status required).
 - iv. Township residents for private use (proof of residency required).
- IV. Priority of Usage – Pavilion at Pine Creek Park
- a. Priority will be given to users and users groups in the following order for pavilion usage:
 - i. Programs and activities of West Pikeland Township, including Township Committees, Township Councils and Chester Springs Library will receive priority use of the Pavilion.
 - ii. Township residents for private use (proof of residency required).
 - iii. Township based nonprofit organizations (proof of nonprofit status required).
 - iv. Non Residents.
- V. Priority of Usage – Pickering Grove Park
- a. Priority is given to current lessee – Miss Betty's Day Camp



West Pikeland Township

1645 Art School Road | Chester Springs PA 19425
westpikeland.com | 610-590-5300 | office@westpikeland.com

- VI. Fee Schedule – Fields
 - a. There are no fees for Fields usage for League play.
 - b. The Fee Schedule is established and periodically amended by Resolution of the Board of Supervisors.
 - c. Maintenance Fees – If use of the facility results in the need for custodial, maintenance, or grounds work outside of that which is generally expected, the user or user group will receive an itemized bill for maintenance fees.
- VII. Fee Schedule – Pavilion at Pine Creek Park
 - a. The Fee Schedule is as follows, per Resolution 2018-06, \$30 Security Deposit and \$30 nonrefundable Fee.
 - b. The Fee Schedule is established and periodically amended by Resolution of the Board of Supervisors.
 - c. Maintenance Fees – If use of the facility results in the need for custodial, maintenance, or grounds work outside of that which is generally expected, the user or user group will receive an itemized bill for maintenance fees.
- VIII. Availability Restrictions
 - a. If multiple users or user groups request the same fields or types of fields for the same time slot, Township staff will make every effort to accommodate all users. Where such accommodation cannot be made, preference will be given based upon priority type as defined above.
 - b. The Township reserves the right to designate groups as ‘primary users’, granting these groups priority access or priority registration.
 - c. Trading, selling, or giving away of reservations between or among users or user groups is prohibited.
 - d. Park facilities must be surrendered to users with a reservation.
- IX. Cancellations
 - a. Cancellations due to weather or conditions will not result in a charge to the user.
 - b. The Township reserves the right to limit or prohibit use due to public health or safety concerns, including, but not limited to, epidemics and pandemics, threat of natural disaster, threat of terrorism, and social or political upheaval.
- X. Reservation Procedures
 - a. Reservations can be made by email, phone or in person. Individual applications must be received a minimum of two (2) weeks prior to date of use. League and large group applications must be received a minimum of sixty (60) days before the date of use.
 - b. Reservations are not guaranteed until payment is received. Payment can be made by check, checks made payable to ‘West Pikeland Township’ or online at <https://www.westpikeland.com/pay-online> > Make Online Payment > Township of West Pikeland PA – Facility Rentals and Deposits > Facility License
 - c. Reservation confirmations will be sent via email from the township office.



West Pikeland Township

1645 Art School Road | Chester Springs PA 19425
westpikeland.com | 610-590-5300 | office@westpikeland.com

- XI. Responsibilities of Users
 - a. Observe all park rules and regulations per Park Ordinance 2013-01, as well as all posted signage.
 - b. Exercise caution when driving through park parking lots, being especially watchful for children.
 - c. Pay any incurred reservation or use fees promptly, including rental fees and any maintenance or damage fees incurred.
 - d. Conduct pre-game preparation of field, including lining and raking. All groups must use nontoxic or sports lining paint.
 - e. Leagues must provide at least one (1) portable toilet at their field site each season.
 - f. Use of fertilizers, drying agents or compounds on fields is not permitted. Any field work performed by leagues must be pre-approved by the Township.
 - g. Clean up all trash in and around field and parking lot areas after use and place in appropriate trash receptacles or remove entirely from the park. Maintenance fees will be assessed if deemed necessary.
 - h. Set and maintain appropriate expectations of behavior from participants, spectators, and league representatives. The designated league representative making the reservation will be responsible to communicate the terms of this policy and the Park Rules. Leadership of user groups shall be responsible for ensuring all players, staff, volunteers, and spectators, including those from visiting organizations, adhere to the guidelines in this policy.
 - i. Park only in designated parking areas and prohibit driving of any vehicles except on park entrance drive and parking areas. No parking on grass areas. Vehicles improperly parked may be subject to towing.
 - j. Be a good neighbor. Keep sound levels reasonable. See Ordinance 2013.01 for a complete list of noise restrictions.
 - k. Fields and facilities are rented 'as is'. Users are expected to leave all facilities in the same condition as they were found.
 - l. Users are responsible for any damage done to the field.
 - m. No sales are permitted on park property.
 - n. No lighted use of the existing fields. No lights at Pine Creek Park except down facing lights for the existing parking lot.
- XII. Signs
 - a. As per Article XIII, § 1306.A(2) of the West Pikeland Township Zoning Ordinance, temporary signs shall be placed so as not to obstruct vehicular or pedestrian traffic; so as not be within the line of sight of any intersection or so as not to create a safety hazard. Temporary Signs shall not be affixed to utility poles or street/traffic signs or be placed on government property including any road right-of-way within the Township.



West Pikeland Township

1645 Art School Road | Chester Springs PA 19425
westpikeland.com | 610-590-5300 | office@westpikeland.com

- b. Nothing may be permanently affixed to Township property.
- XIII. Storage
 - a. No storage of equipment at Township parks is allowed without the express permission of the Township.
 - b. Storage location and availability must be coordinated with Township staff.
- XIV. Certificates of Insurance
 - a. All organizations and leagues shall secure and maintain, at no expense to West Pikeland Township, a comprehensive general liability insurance policy. Policies shall: Provide for West Pikeland Township, its officials, agents and employees as identified, named as an additional insured; Provide liability limits with per occurrence and aggregate limits of not less than \$1,000,000.
 - b. The organization or league representative shall, at the time of reservation request submittal, file with West Pikeland Township certificate(s) of insurance showing insurance coverage in force prior to start of field usage or activities.
 - c. The policy shall be endorsed to require 30 days' written notice of cancellation to West Pikeland Township.
- XV. Responsibilities of West Pikeland Township
 - a. Township staff designated by the Township Manager shall review (and approve, deny or amend) all field scheduling requests.
 - b. The Township shall perform the following functions:
 - i. Basic field maintenance, such as mowing and fence repair.
 - ii. Coordination of special maintenance and facility use needs.
 - iii. Emptying of trash receptacles.
 - c. In the enforcement of this policy, Township officials, staff, and volunteers shall prioritize the health, safety, and welfare of park users.
- XVI. Violations
 - a. As per Ordinance 2013-01 § 7 (a), " Any person who violates or permits a violation of this chapter, upon being found liable therefore in civil enforcement proceedings, shall pay a fine of not more than \$600, plus all court costs, including reasonable attorney's fees, incurred by the Township in enforcement of this chapter. No judgment shall be imposed until the date of the determination of the Violation by the District Justice and/or Court. If the defendant neither pays nor timely appeals the judgment, the Township may enforce the judgment pursuant to the applicable rules of the civil procedure. Each day a violation exists shall constitute a separate offense. Further, the appropriate officers or agents of the Township are hereby authorized to seek equitable relief, including injunction, to enforce compliance herewith".
 - b. Parents and/or legal guardians of person(s) less than 18 years of age will be held liable for any/all fines assessed, and/or damages incurred by those persons to Township park properties.