

Antrim Township Parks Facility Use and Reservation Policy

Adopted 1/14/2014(rev. 1/6/2014 MC)

Purpose:

The purpose of this policy is to provide a uniform means of allowing the Antrim Township Community Park sports fields and all Park Pavilions to be reserved and used by individuals and organized groups. The goal is to maximize access and cooperative use of the park facilities by residents in order to encourage healthier lifestyles and physical fitness.

Reserving a Field or Pavilion:

The Antrim Township Community Park is a dawn to dusk park. All teams, players and visitors must vacate the park before dark as fields are not lit. Use of the sports fields is not restricted to specified organized groups. The Park is a community park provided for use by all members of the community. Fields may be reserved for use by families, individuals, teams, tournament organizers, league organizers, and schools. Baseball fields may only be used for their intended purpose. Multi-use fields may be used for various sports like soccer, football, etc... Non-sports uses and non-typical uses must have prior approval from the Parks Director. Fields must be left in usable and playable condition at the conclusion of each activity.

Field Availability:

Although you may turn in a completed reservation form at any time, requests will not be considered until the following grace periods are completed:

Spring Season: Second Monday of January (8:00AM)-Third Monday of January (8:00AM).

Summer Season: Second Monday of April (8:00AM)-Third Monday of April (8:00AM).

Fall Season: Third Monday of July (8:00AM)-Fourth Monday of July (8:00AM).

When the season grace periods end, all reservations will be considered and scheduled. Any date conflicts will be resolved by the following (in this order):

1. Organizations with reservations from the previous year will have right of first refusal.
2. Organizations within the Township will then have first rights.
3. Any other remaining conflicts will be resolved via a lottery system (such as a coin flip).

Reservation requests may be made by fax (717.597.4257), email to info@twp.antrim.pa.us, or in person (recommended). Baseball fields may not be reserved to be used before 5:00 PM on weekdays unless approved by the Parks Director. One of the five fields shall remain un-scheduled at all times, unless special permission is granted by the Parks Director on a case by case basis. An ANTRIM TOWNSHIP PARK AND RECREATIONAL FACILITIES USE AND RESERVATION FORM must be submitted to Antrim Township at the time of reservation request. This form may be found online at www.twp.antrim.pa.us in the Parks and Recreation section or by picking one up at the Township Municipal Building.

Cost: Baseball Field Reservation Hourly Rate: \$15.00 per hour per field

Daily Rate: for 5 or more hours in one day the rate is \$ 75.00 per day per field

Baseball Field Seasonal Rate is \$250.00 per season per field.

Multi Use/Soccer Field Reservation Hourly Rate: \$15.00 per hour per field

Daily Rate: for 5 or more hours in one day the rate is \$ 75.00 per day per field

Multi Use/Soccer Field Seasonal Rates:

Field A (225'x350') \$250.00 per season

Fields B, C, & D (135'x225' ea.) \$80.00 per season per field

Fields E & F (150'x300' ea.) \$160.00 per season per field

Seasons are:

Spring Season - March, April, May

Summer Season - June, July, August

Fall Season - September, October, November

A seasonal reservation allows the field to be reserved for three days a week as follows:

Option 1 - Monday, Wednesday, and Saturday

Option 2 - Tuesday and Thursday, with a choice of Friday or Sunday

Special requests for seasonal date adjustments shall be considered by the Parks Director on a case by case basis.

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Pavilion Availability:

Pavilions are reserved on a first come, first served basis starting on January 2nd for the year. No pavilion reservations will be accepted prior to January 2nd for that upcoming year. The reservation fee is \$50.00 for the large pavilion at the Antrim Township Community Park, Martins Mill Park, and Enoch Brown Park and \$25.00 for the small pavilion at the Antrim Township Community Park. If a discrepancy or conflict in a reservation request occurs preference will be given to Antrim Township residents. Other conflicts will be resolved via a lottery system, such as a coin flip.

Payment:

Payment shall be made in person **when possible** at the municipal building by cash, check or credit card within 48 hours of reservation. Failure to remit payment within 48 hours of reservation automatically cancels your reservation without additional notice unless arrangements have been made for additional time.

Cancellation Policy:

Cancellations may be made, but **NO REFUNDS WILL BE MADE**. In the case of a cancellation, the Parks Director **may** allow reservations to be rescheduled on a case by case basis.

Liability Insurance Requirements: All organized groups wishing to use a recreation facility on a sustained basis must submit a Certificate of Liability Insurance in the amount of \$1,000,000/\$3,000,000 general liability, \$1,000,000 property damage naming Antrim Township as additional insured. A current liability insurance certificate will be due prior to the start of the playing season. Receipt of the insurance certificate is required prior to approval.

Age Groups:

Baseball field number 3 will always be assigned to the youngest age group when more than one team has reserved fields at the same time, due to the shorter distance to the out field. When reserving a field please remember to designate your team's age group.

Rainouts:

No rain checks given. Reservations are at your own risk
Antrim Township reserves the right to cancel field reservations or suspend play if conditions require it. Only in the rare occasion that the **Township** cancels or suspends play due to severe weather will a refund be made upon request.

Parking:

- Park only in parking lots.
- Do not park in any service drive area.
- The Township is not responsible for vehicles and items left in them.

Lost and Found:

Check with Township offices by calling 717.597.3818, check the Antrim Township website www.twp.antrim.pa.us in the Parks and Recreation section, or email info@twp.antrim.pa.us.

Misc Rules:

Bikes, skate boards, scooters, skates, ATV's, snowmobiles, and automobiles are not allowed on fields. Pedestrians only! Alcohol is not permitted.
Please see park regulations, available upon request, for complete rules for all Antrim Township Parks and recreational areas.