

Antrim Township Parks Facility Use and Reservation Policy

Adopted 6/25/2013

(rev. 1/4/2021 RE)

(rev.01/2022 CW)

The purpose of this policy is to provide a uniform means of allowing the Antrim Township Community Park sports fields 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 an **8:00 am** to dusk park. **All teams, players and visitors must vacate the park before dark.** 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. Ballfields must be hand raked around pitching mound, home plate and any holes on the infield after each use. Soccer fields, small goals must be moved off fields after each use.

Field Availability:

Fields are reserved on a first come, first served basis. Reservation requests may be made by phone (717.597.3818), fax (717.597.4257), or email to info@twp.antrim.pa.us. If a discrepancy or conflict occurs, preference will be given to Antrim Township residents. 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: \$22.50 per hour per field.**

Daily Rate: for 5 or more hours in one day the rate is\$ 112.50 per day per field.

Baseball Field Seasonal Rate: \$375.00 per season per field.

Tournament Rate: \$45 per field per day nonrefundable reservation fee. \$30 per game (3 game minimum per field, reservation fee will be credited to per game fee)

Multi Use/Soccer Field Reservation Hourly Rate: \$22.50 per hour per field.

Daily Rate: for 5 or more hours in one day the rate is\$ 112.50 per day per field.

Multi Use/Soccer Field Seasonal Rates:

Field A (225'x350') \$360.00 per season

Fields B, C, & D (135'x225' ea.) \$150.00 per season per field

Fields E & F (150'x300' ea.) \$200.00 per season per field

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Tournament Rate: \$45 per field per day nonrefundable reservation fee. \$30 per game (3 game minimum per field, reservation fee will be credited to per game fee)

Seasons are:

Spring Season - Approx. March 15, April, May

Summer Season - June, July, August

Fall Season - September, October, November 15

A seasonal reservation allows the field to be reserved for three days a week for a 2-hour time frame as follows:

Option A – 3 weeknights

Option B - 2 weeknights and 1 day on weekend

Special requests for seasonal date adjustments shall be submitted to the Park Committee for consideration.

Pavilion Availability & User Responsibilities:

Pavilions are reserved on a first come, first served basis. 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. Please clean your pavilion after use

1. remove trash from cans and place in dumpster.
2. Install new trash bag and fold down over outside of can, replace hood (extra bags in bottom of cans)
3. Remove all decorations, tape, pins, tacks, staples from tables and pavilion.
4. Clean up any food debris from tables and floor. **Absolutely NO glitter or confetti allowed.**

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. **Note: For use of Credit Card, there is a 2.65% processing fee or a minimum of \$3.00 charged by the processor. This fee cannot be waived.**

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

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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.

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 or on grass areas.
- 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, skateboards, scooters, skates, ATV's, snowmobiles, and automobiles are not allowed on fields. Pedestrians only!

Please see park regulations, available upon request, for complete rules for all Antrim Township Parks and recreational areas.

Prohibited on park property

- Pets off leash, droppings must be cleaned up.
- Alcoholic Beverages
- No smoking, Vaping, or tobacco allowed at the park
- Absolutely NO glitter or confetti allowed at the parks
- Hunting, Bow & Arrow use
- Discharging of weapons
- Digging, collecting, removing any natural or cultural resources
- Cutting or Disturbing trees and natural wildlife habitat
- Operating vehicles in an unauthorized, reckless, or negligent manner or, in excess of posted speed limits
- ATV's, snowmobiles, and motorized trail bikes are prohibited on park lands.

**REPORT SUSPICIOUS ACTIVITY TO PENNSYLVANIA STATE POLICE
(717-264-5161).**

EMERGENCY, DIAL 911.