

Antrim Township Parks Facility Use and Reservation Policy

Adopted 6/25/2013, rev. 1/4/21, rev. 11/21cw

The purpose of this policy is to provide a uniform means of allowing the Antrim Township Community Park Pavilions, Sports fields, and greenspace 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 to encourage healthier lifestyles and physical fitness.

Reserving a Sports 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 use, 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.

Athletic Field Rental:

Fields are reserved on a first come, first served basis starting January of each year. Tournaments and Large Events may reserve up to 1 year in advance. Reservation requests may be made by filling out an ANTRIM TOWNSHIP COMMUNITY PARK FIELD USE AND EVENT RESERVATION FORM. 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. A completed form can be drop off, 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. One Baseball field and one multi use field shall remain un-scheduled unless special permission is granted by the Parks Director on a case-by-case basis.

Cost:

- Baseball / Multi Use/ Soccer Field Reservation Hourly Rate: \$35 per hour per field.
- Daily Rate: for 5 or more hours in one day the rate is \$ 140 per day per field.
- **Season Rate:** Up to 3 days each week M-F, max 2 hours each day.

Baseball Field Seasonal Rate:	\$425 per season per field.
Field A (225'x350')	\$425 per season
Fields B, C, & D (135'x225' ea.)	\$165 per season
Fields E & F (150'x300' ea.)	\$245 per season

 - Spring Season - Approx. March 15, April, May
 - Summer Season - June, July, August
 - Fall Season - September, October, November 15
- Tournament Rate: \$45 per field per day nonrefundable reservation fee. \$30 per game (4 game minimum per field, reservation fee will be credited to per game fee)

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. Up to 1 year in advance. The reservation fee is \$100 for the large pavilion \$50 for the small pavilion at the Antrim Township Community Park, \$75 for Martins Mill Bridge Park Pavilion, and \$50 for Enoch Brown Park Pavilion. 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 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, 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, more than 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**