

RENTAL RULES QUICK REFERENCE:

Complete rules and policies below.

1. Pavilion and Ballfield reservations open JANUARY 1st for each calendar year.
2. Applicants must be at least 21 years old to reserve facilities. Applicants may not assign, sublet or transfer its right or privileges to any other individual, group or organization.
3. **UMT Municipal Departments shall have prior right to schedule and use all facilities.** If the facilities are to be used by a group or organization, the application shall be made in the name of the organization and signed by an officer or authorized representative thereof with one representative assigned to handle the rental.
 - The Township may revoke permission if, in its judgment, proper use is not being made, or the facility is not being used, or misinformation has been received from the Applicant for use of the facility. UMT reserves the right to revoke privileges from the person(s) from any future rentals.
4. Use: Rental rates may be increased for specific rentals if the township determines that additional work is of such magnitude or importance to warrant assignment of additional personnel or personnel during unscheduled periods. The rental agreement will so indicate and the renter shall be charged for additional salary, overhead and expenses incurred by the additionally assigned personnel. All prices and conditions are subject to change.
 - The Applicant's right to use the facility shall expire automatically on the time and date stated on the application.
5. Rental Fee and separate Security Deposit (if required) are due at the submission of this application. Payment less than 14 days prior to your event must be in CASH. Holds are not an official reservation until payment has been received

Hold Length - 5 Business Days for personal events
- 30 Business Days for Corporate Events

Security Deposit: All trash must be disposed of in trash receptacles by renter. Any damage to the facility and/or property including missing items will be deducted from the deposit. Additional fee of \$35 per hour will be deducted from the deposit if excessive cleaning is required. If the damages are in excess of the deposit, the renter will be billed. Any repair parts needed, will also be deducted from the deposit.

6. All cancellations by the Applicant are required thirty (30) working days in advance to receive full refund. Cancellations between twenty nine (29) days to fourteen (14) days will receive fifty (50) percent refund. Cancellations within 2 weeks will not be refunded. Refunds will NOT be issued due to inclement weather. Attempts to reschedule must be made prior to the event date.
7. Drugs and Alcohol are PROHIBITED (not permitted in any form)
8. Amplified Audio Equipment can only be used between 8AM-9PM with special permission.
9. NOTHING is to be affixed to the surfaces in the Pavilions in any way (nails, push pins, staples, screws, including tape, etc.). Pavilions are cleaned and stocked by Township staff. Pavilions should be left in the condition they were found in by occupants. Pavilion Occupants will be responsible for any damage to the facility.
10. Applicants shall assume all responsibility for damages, claims or liability of any kind arising out of, or by reason of, its use of the facilities and further agree to save and hold the Township, the Upper Macungie Township Supervisors, its employees, agents, sub-contractors and consultants harmless from any claims, liability, expense or cost in connection with the use of the facility.
11. Pavilion occupants have access to all other park amenities as long as they are not reserved by another group. (ex: Ballfields).
12. Lights in the park (pavilions, fields, bathrooms) are on an automatic timers (7am-9pm). Outside faucets are for Township use only.
13. Vehicles must be kept on the paved parking areas and are PROHIBITED from parking on the grass.
14. Parks are susceptible to being closed down by a township official due to uncontrollable circumstances and without prior notice.
15. Heating Devices: The use of any food heating appliances is restricted to UL approved electric warming plates and Chafing dishes heated with either UL approved electric coils or approved heating devices such as “sterno” fuels, etc. Propane heating devices are prohibited. The use of propane or any unauthorized heating devices in Township facilities will result in expulsion and forfeiture of all fees and security deposit.

UMT PARKS PAVILION RESERVATION POLICIES

GENERAL POLICIES:

1. All requests to schedule fields must be approved by Upper Macungie Township Parks Foreman or his designated representatives (UMT) prior to using fields for organized practices games, tournaments, and/or camps. All requests to schedule pavilion rentals must be approved by Upper Macungie Township staff prior to the date of reservation. This includes schedules for UMT Recognized Provider Organizations (RPOs, as listed in Item #2). **Schedules must be submitted prior to the start of play.**
2. UMT, Official Upper Macungie Township Business, and UMT RPOs (Breinigsville Youth Association, Orefield Youth Association, Parkland Area Soccer Club, South Parkland Youth Association, and St. Joes Flag Football have first priority scheduling on UMT facilities. (UMT RPOs are subject and must adhere to proper scheduling policies or may lose field privileges for that season.)
3. Seasonal field scheduling is set by UMT. If RPOs have not turned field schedules in by the first Friday in February, the fields will be made available for public use and scheduled as necessary. Other groups and organizations are then granted field use upon approval of UMT and subject to field availability on a first-come, first-serve basis.
4. All RPOs must use the designated organization contact person to submit schedules to UMT. RPOs must turn in season schedules by third Friday in March (spring season) or the first Friday in August (fall Season).
5. UMT will need the following information from the organization or renter:
 - a) Date of reservation, estimated number of attendees in group, full name, address, phone number, and email of rental applicant,
6. UMT reserves the right to close pavilions due to weather conditions or unsafe playing conditions. Organizations wishing to reschedule rentals due to inclement weather must do so prior to rental date. No Refunds are given for inclement weather unless considered above and beyond normal inclement weather.
7. Groups must pay any and all fees for pavilion rental submit the rental application.
8. Pavilion renters may use other park amenities on a first come first serve basis. Pavilion rental reserves that facility only.
9. Unauthorized use of pavilions for events and programs that have not been approved and scheduled through UMT may result in loss of field privileges.

UMT PARKS FIELD RESERVATION POLICIES

GENERAL POLICIES:

1. All requests to schedule fields must be approved by Upper Macungie Township Parks Foreman or his designated representatives (UMT) prior to using fields for organized practices games, tournaments, and/or camps. This includes schedules for UMT Recognized Provider Organizations (RPOs, as listed in Item #2). **Schedules must be submitted prior to the start of play.**
2. UMT, Official Upper Macungie Township Business, and UMT RPOs (Breinigsville Youth Association, Orefield Youth Association, Parkland Area Soccer Club, South Parkland Youth Association, and St. Joes Flag Football have first priority scheduling on UMT fields. (UMT RPOs are subject and must adhere to proper scheduling policies or may lose field privileges for that season.)
3. Seasonal field scheduling is set by UMT. If RPOs have not turned field schedules in by the first Friday in February, the fields will be made available for public use and scheduled as necessary. Other groups and organizations are then granted field use upon approval of UMT and subject to field availability on a first-come, first-serve basis.
4. All RPOs must use the designated organization contact person to submit schedules to UMT. RPOs must turn in season schedules by third Friday in March (spring season) or the first Friday in August (fall Season).
5. UMT will need the following information from the organization:
 - a) Practices: a schedule stating dates for beginning and end of practices, the day(s) of the week, and times of the practices. If practice days/hours change from week to week, this information should be given to UMT as well. Your organization must list every team, date, and time during the entire season that you desire to use any field maintained by UMT.
 - b) Games: a schedule of games, the field that will be utilized for these games (UMT maintained fields only), and the dates, times, and expected duration of the games.
6. All field usage is weather permitting. UMT reserves the right to close fields due to weather conditions or unsafe playing conditions. Organizations wishing to reschedule games and/or practices due to inclement weather must contact UMT to determine field availability.
7. Groups must pay any and all fees for field usage and submit certificate of insurance naming UMT as an additional insured within one week of UMT approval.
8. All organizations wishing to be granted use of UMT fields (including RPOs) must submit an application form *seasonally*.
9. Unauthorized use of fields for official practices or games that has not been approved and scheduled through UMT may result in loss of field privileges.

YOUTH ORGANIZATIONS:

Only those youth organizations meeting UMT's Standards for Youth Sports will be granted approval to use athletic facilities. Youth organizations must apply for usage and will be evaluated based on the Standards for Youth Sports prior to approval. The entire organization, not just the specific team/division applying, must meet the Standards for Youth Sports or the request will not be approved.

USE OF UMT PARKS: RULES AND REGULATIONS

I. APPLICATION FOR USE

- A. **Application:** Written application for the use of facilities, or grounds must be completed on forms provided for that purpose and submitted to Upper Macungie Township (“Township”) at the Township Office 8330 Schantz Road Breinigsville, Monday through Friday, 8 AM to 4:00 PM, at least thirty (30) days prior to the date of the requested use, Requests received less than thirty (30) days prior to the event will be considered on a first come basis and availability. Applicants requesting regular permits throughout the year need file only one application after January 1 of each calendar year. If the facilities are to be used by a group or organization, the application shall be made in the name of the organization and signed by an officer or authorized representative thereof. Any group, team or individual wanting to hold practice(s), games, tournaments, and/or camps must submit an application and receive approval for the use of the requested facility.
- B. **Availability:** All applications for facilities are dependent upon the availability of the facilities. Applicants will be assigned space according to the order of receipt of application. Upper Macungie Township Municipal Departments shall have prior right to schedule and use all facilities. Should more than one applicant simultaneously make application for the same facility for the same date, the Applicants shall be considered on the basis of the following priority:
- Class A—Upper Macungie Township Municipal Departments
 - Class B—Parkland School District
 - Class C—Nonprofit community groups located within the geographic boundaries of Upper Macungie Township whose purpose is to provide a particular service to residents.
 - Class D—Nonprofit community groups located outside the geographic boundaries of Upper Macungie Township whose purpose is to provide educational or recreational service to their members.
 - Class E—All other groups, commercial organizations, businesses.
- C. **Insurance:** The applicant shall assume all responsibility for damages, claims or liability of any kind arising out of, or by reason of, its use of park facilities, and further agrees to save and hold the Township, the Upper Macungie Township Supervisors, its employees, agents, sub-contractors and consultants harmless from any claims, liability, expense, or cost in connection with the use of park facilities.
- D. **Subletting:** An Applicant may NOT assign, sublet or transfer its right or privileges to any other individual, group or organization.
- E. **Fund Raising:** Events for the purpose of raising funds must be covered by a separate application and contract. The application must then be submitted sixty (60) days in advance and the executed contract thirty (30) days prior to the event.
- F. **Responsibility:** Applicants shall designate one individual to be responsible for the use of the facility during occupancy. The designated individual shall be present during the time the facility is being used. If it is necessary to replace the designated individual, the Applicant shall notify the Township immediately.
- G. **Expiration:** The Applicant’s right to use a park facility shall expire automatically on the time and date stated on the application. If the application is for a use throughout the calendar year, it shall expire automatically at the end of the year.

- H. **Revocation**— The Township may revoke permission if, in their judgment, proper use is not being made, or the facility is not being used, or misinformation has been received from the Applicant for use of the park facility.
- I. **Payment** - The fees are to be paid in full at the time the reservation form is submitted to the Township. A statement for additional service charges rendered shall be forwarded to the Applicant within one (1) week after the event. Payment shall be due upon receipt of the statement. Checks shall be made payable to Upper Macungie Township
- J. **Cancellations** – All cancellations by the Applicant are required five (5) working days in advance to receive full credit. Refunds will not be issued due to inclement weather or Emergency Closings.

II. LIMITATIONS

- A. **RIGHT TO DENY:** The Township maintains the right to deny the use of park facilities should the Township determine one of the following:
- The Applicant fails to conduct orderly meetings, programs and/or events.
 - The Applicant's gatherings are of a nature to incite other to disorder.
 - The Applicant conducts meetings, programs and/or events which are not abusive of other groups by reason of race, creed, color, or religion.
 - The Applicant fails to be in compliance with either the adopted youth standards for their sport or, when they are not available, the NYSCA Standards for Youth Sports.
- B. **APPROVED AND UNAPPROVED USES:**
- 1.) Most park facilities may be approved for the educational, civic, social, recreational, and similar activities by nonprofit groups, citizens, and/or organizations.
 - 2.) Pavilions, facilities or grounds shall not be used for a purpose which is in violation of the laws of the Commonwealth of Pennsylvania and/or the Ordinances of the Township
 - 3.) Park facilities shall not be used for the financial gain of any individual(s), organization, or a private commercial enterprise
 - 4.) Smoking or the use of tobacco is prohibited in all park buildings.
 - 5.) The use of illegal substances is prohibited.
 - 6.) No signs, banners, pennants, etc. shall be affixed either permanently or temporarily in or on Park Pavilions and/or Township property by any group except those associated with activities sponsored by the Township or as approved by the Township.
 - 7.) It is prohibited to use nails, screws, push pins, or staples to hang any decoration, sign, banner, pennant, etc. in any pavilion and/or structure. All decorations, signs, banners, pennants, etc. are to be removed by the Applicant immediately following the activity.
 - 8.) No open flame decorations, firework properties or pyrotechnics equipment shall be permitted unless sponsored or specifically authorized by the Township.
 - 9.) No camping or overnight parking is permitted on park property or Township owned land.
 - 10.) Any recreation equipment brought into any pavilion or facility to be used by the Applicant must be approved by the Township
 - 11.) All park grounds shall be posted and are governed by these rules and regulations (unless noted otherwise herein).

- 12.) Organizations, camps, teams, business, or individual(s) can rent the pavilions or fields for five (5) or more consecutive days only at one (1) week intervals. The renting of pavilions or fields for five (5) or more consecutive Days for consecutive weeks is prohibited, unless the applicant is a designated Township Recognized Provider Organizations.
- 13.) Possession or use of alcoholic beverages in the parks is prohibited. Persons under the influence of intoxicating beverages shall not be permitted in the parks.
- 14.) No animals shall be brought into the parks except domestic animals on a leash. Any person bringing a domestic animal into a park shall clean up all animal waste deposited by such animal.
- 15.) No person shall engage in any kind of gambling game at which money or other valuable property may or shall be played for, staked, or abetted upon, unless written permission is granted by the Township.
- 16.) No one is permitted to build an open fire, except permitted areas (charcoal pits). No person shall drop, throw or otherwise scatter lighted matches, burning cigarettes or cigars, within any park area.
- 17.) No one is permitted to carry any form of waste material, trash, paper or rubbish into any park for disposal. All waste material, trash, paper or rubbish generated within any park must be deposited into designated waste receptacles or removed from park by said party, except where noted.
- 18.) No person shall injure, deface, remove, cut or damage any of the trees, plants, shrubs, turf, buildings, structures fixtures, or any other Township owned property or located within a park.
- 19.) No person shall gather or remove any wood, turf, soil, rock, sand, gravel or other materials stored at a park without the written permission of the Township.
- 20.) No one is permitted to carry, have or discharge firearms, bow and arrow, air or spring rifles, slings, or other weapons, in the parks. Hunting is not permitted within Township parks or Township owned lands
- 21.) No person shall use profane language within a park, or conduct themselves in any lewd, immoral or commonly objectionable manner within a park, or conduct himself so as to annoy any other person using a park for recreational purposes.
- 22.) No person shall set up any booth, table or stand, mobile or otherwise, for the sale of any article whatsoever, within the limits of a park, without written permission of the Township.
- 23.) No person is permitted to driving or chipping golf balls within any park area unless the use is specifically permitted by the Township.
- 24.) All pavilion facilities have set assigned capacities, as determined by the Pennsylvania Department of Labor and Industry standards. These capacities cannot be exceeded.
- 25.) Children under the age of fourteen (14) must be supervised by an adult when using park facilities.

C. PARK HOURS:

- 1.) **Hours:** All parks shall be open to the public during the hours of 7:00 a.m. to 9:00 p.m. unless otherwise posted by The Township
- 2.) **Athletic Fields:** Athletic fields may be reserved for use from 7:00 a.m. to 9:00 p.m., April 1 to November 1.
- 3.) **Emergency Closings:** When facilities are closed for severe weather storms, other acts of God, or physical Breakdowns in the facility, the scheduled use shall automatically be cancelled.

D. MOTOR VEHICLES:

- 1.) All vehicles shall be operated only on roads, streets and driveways or other specifically designated areas and shall maintain a maximum speed limit of 15 miles per hour maximum.
- 2.) Only licensed vehicles with licensed operators are permitted. No ATV's mini-bikes off-road vehicles, motorcycles, or snowmobiles are permitted.
- 3.) It is prohibited to wash vehicles within any Township owned park
- 4.) It is prohibited to make repairs to vehicles within any Township owned park unless the repairs are made in an emergency situation.
- 5.) Vehicles may only be parked in specifically designated spaces or areas. All parks have specific spaces provided for the handicapped. Official Pennsylvania (or other states) handicapped license plates or place cards are required to utilize these spaces.

E. TOWNSHIP OWNED EQUIPMENT:

- 1.) Arrangements for the use of Township and/or park equipment shall be made with the Township thirty (30) days in advance of the event
- 2.) All Township equipment shall be operated solely by Township employees.

III. DAMAGE AND THEFT

- A. The Applicant is responsible for any and all damages and/or destruction to or theft of park property and should such damage of theft occur, the Applicant shall immediately report the incident to the Township. The Applicant will reimburse the Township for such damage, destruction, or theft at the replacement cost of the item(s)

IV. CROWD CONTROL AND PROTECTION

- A. The Applicant shall be responsible for the conduct of participants and spectators attending any scheduled events and shall be solely responsible for making adequate provisions in order to ensure crowds are properly controlled.
- B. Should the Township, at its discretion, determine that police protection is necessary to provide crowd control, it shall be the Applicant's sole responsibility to secure and pay for said police protection.

V. RIGHT TO ALTER OR AMEND RULES AND REGULATIONS

- A. The Township, at its discretion, reserves the right to alter or amend these rules and regulations governing the use of parks buildings, facilities and grounds.

VII. RESERVATIONS & PERMITS

- A. Lone Lane Park pavilion \$125 resident, \$175 non-resident per day and \$100 security deposit must be vacated by 9:00 pm. (tournaments)
- B. Breinigsville Park pavilions \$100 resident, \$150 non-resident and \$100 security deposit per day, per pavilion must be vacated by 9:00 pm (tournaments).
- C. Upper Macungie Route 100 Park pavilions \$100 resident, \$150 non-resident and \$100 security deposit per day, pavilion must be vacated by 11:00 pm.
- D. Upper Macungie Route 100 Baseball/softball fields \$6 per game (tournaments).

- E. Grange Park pavilion \$100 resident, \$150 non-resident and \$100 security deposit per day, pavilion must be vacated by 9:00p.m. Baseball/softball-soccer-football-lacrosse-fields. (tournaments)
- F. Ricky Park pavilion \$50 resident, \$100 non-resident and \$100 security deposit per day must be vacated by 9:00pm. baseball/softball and field.
- G. Non-resident can rent pavilions after March 1 of each calendar year
- H. Apple Park/Fogelsville Park - practice field non-regulation.
- I. Other fields are permitted only after local youth league season.
- J. All organizations, groups, or individuals using fields for leagues, team play, camps or practice need a permit.
- K. All athletic courts are to be used by residents for recreational play, not for paid instructional use.

**UPPER MACUNGIE TOWNSHIP
BOARD OF SUPERVISORS**

jms 08/30/12

PARK AMENITIES OVERVIEW:

(Upper Macungie Township does not provide equipment; ie, quoits, stakes, balls, etc.)

BREINIGSVILLE PARK

Pavilion Rental: \$100 Residents \$150 Non- residents

8935 Breinigsville Rd, Breinigsville, Pa 18031

ELECTRIC OUTLETS IN EACH PAVILION

RESTROOMS

3 SOFTBALL/BASEBALL FIELDS

2 HORSESHOE PITS

2 SAND VOLLEYBALL COURTS

PLAYGROUND AREA

1 BASKETBALL COURT

2 CHARCOAL GRILLS @ EACH PAVILION

2 PAVILIONS

(UPPER - Near Rt. 222) 100 people max

(LOWER - Parking Lot) 100 people max

RICKY PARK

Pavilion Rental: \$50 Residents \$100 Non- residents

5875 Ricky Ridge Trail, Orefield, Pa 18069

ELECTRIC OUTLETS IN PAVILION

RESTROOMS

BASEBALL/SOFTBALL FIELD

BASKETBALL COURT

2 PLAYGROUND AREAS

TENNIS COURTS

½ MILE PAVED WALKING PATH

1 PAVILION (50 PEOPLE MAX)

1 CHARCOAL GRILL

LONE LANE PARK

Pavilion Rental: \$125 Residents \$175 Non- residents

30 Lone Lane, Allentown, PA 18104

ELECTRIC OUTLETS IN PAVILION

RESTROOMS

2 BLACKTOP VOLLEYBALL COURTS

2 HORSESHOE PITS

½ BASKETBALL COURT

3 BASEBALL/SOFTBALL FIELDS

GIANT BARBECUE PIT

2 SMALL CHARCOAL GRILLS

GIANT PLAY AREA

1 BASKETBALL COURT

1 PAVILION (300 PEOPLE MAX)

GRANGE PARK

Pavilion Rental: \$100 Residents \$150 Non-residents

360 Grange Road, Allentown, Pa 18106

ELECTRIC OUTLETS IN EACH PAVILION

RESTROOMS

BASEBALL/SOFTBALL FIELDS*

BASKETBALL COURT*

TENNIS COURT*

PICKLEBALL COURTS*

WALKING PATH*

HORSESHOE PIT*

1 CHARCOAL GRILL

3 PAVILIONS (100 PEOPLE MAX)

(#2- Nearest Playground & Splash Park) 100 people max

(#3- Near Athletic Fields) 100 people max

(#4- Near Athletic Fields) 100 people max

PLAYGROUND AREA

ROUTE 100 PARK

Pavilion Rental: \$100 Residents \$150 Non- residents

1625 North Rt 100, Fogelsville, Pa 18051

ELECTRIC OUTLETS IN EACH PAVILION

RESTROOMS

2 CHARCOAL GRILLS (LARGE)

OTHER GRILLS ON GROUNDS

2 SAND VOLLEYBALL PITS

1 HORSESHOE PIT

5 SOCCER FIELDS

PLAYGROUND AREA

2 SOFTBALL/BASEBALL FIELDS

DISC GOLF COURSE

2 PAVILIONS

(FALCON - Near Road) 100 people max

(HAWK - Near Woods) 100 people max