



Athletic Field Rental Application 2020

JULY – NOVEMBER SCHEDULE

PARKS & RECREATION DEPARTMENT, SILVER SPRING TOWNSHIP, PA

Complete and return this application, schedule, and applicable fees to Silver Spring Township. Applications must be submitted at least 2 weeks in advance of the start date. Reservations are not guaranteed.

Fees: Those eligible to receive resident rates must have at least 50% or more of their players residing in Silver Spring Township or within the Cumberland Valley School District.

A. Security Deposit (refundable).....	\$ 200.00
B. Tournaments (per field, per day)	
Non-Resident Adult League	\$ 200.00
Resident Adult League	\$ 150.00
Non-Resident Youth League.....	\$ 175.00
Resident Youth League	\$ 125.00
C. Vendors (excludes Township-sponsored events).....	\$ 35.00
D. Single Day Practice/Game (per field, per day)	
Non-Resident	\$ 60.00
Resident.....	\$ 35.00
E. Camps (per field, per day)	
Non-Resident Half Day (4-hour maximum)	\$ 135.00
Resident Half Day (4-hour maximum).....	\$ 110.00
Non-Resident Full Day	\$ 150.00
Resident Full Day	\$ 125.00
F. Maintenance Personnel Hourly Rate (requested services only)	\$ 35.00

GENERAL INFORMATION		
Reservation Title (Reason for Use):		
Applicant First & Last Name:		
Organization's Name:		
Address:		
City:	State:	Zip:
Primary Phone:		
Email Address:		
Emergency Contact:		Phone:
<input type="checkbox"/> Resident YOUTH Team/League OR <input type="checkbox"/> Non-Resident YOUTH Team/League <input type="checkbox"/> Resident ADULT Team/League OR <input type="checkbox"/> Non-Resident ADULT Team/League		
YOU MUST INCLUDE A ROSTER WITH YOUR APPLICATION/SCHEDULE.		

MAINTENANCE & EQUIPMENT

Maintenance of park facilities must be approved by the Parks & Recreation Manager. Examples include grooming, minor/major repair work (regardless of ownership), seeding, aeration, compaction. Some 3rd party organizations maintain baseball/softball infields. All line striping, field grooming equipment, goals, and bases are supplied by the user group. You must request use of equipment directly with the owner if you do not have your own.

Please check ALL that apply to you or your league:

- We handle infield grooming
- We own and maintain storage facilities Quantity: _____ Location(s): _____
- We line the fields
- We provide bases
- Other: _____

PRACTICE

PRACTICE SCHEDULE

Park Name: _____

Requested Number of Fields: _____

Group Size (Attendance) Per Field: _____

PRACTICE SCHEDULE - A final schedule must be provided prior to the start date. Changes to schedules must be submitted in writing to the Parks & Recreation Department as far in advance as possible. Block scheduling is prohibited.

A. Recurring Schedule:

Repeats: Daily Weekly Monthly

Repeats on: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time: _____ AM/PM End Time: _____ AM/PM

START DATE: _____ END DATE: _____

Dates Excluded: _____

Describe the scheduled use, if additional space is needed: _____

GAME OR CAMP SCHEDULE (Tournaments on next page)

Park Name: _____

Requested Number of Fields: _____

Group Size (Attendance) Per Field: _____

GAME SCHEDULE - A final schedule must be provided prior to the start date. Changes to schedules must be submitted in writing to the Parks & Recreation Department as far in advance as possible. Block scheduling is prohibited.

B. Recurring Schedule:

Repeats: Daily Weekly Monthly

Repeats on: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time: _____ AM/PM End Time: _____ AM/PM

START DATE: _____ END DATE: _____

Dates Excluded: _____

Describe the scheduled use, if additional space is needed: _____

TOURNAMENTS

TOURNAMENT SCHEDULE

Park Name: _____

Requested Number of Fields: _____

Group Size (Attendance) Per Field: _____

TOURNAMENT SCHEDULE – Changes to tournament dates must be submitted in writing to the Parks & Recreation Department as far in advance as possible.

Maintenance personnel, portable restrooms, and dumpsters may be needed for large tournaments and costs incurred are the responsibility of the league/team. Call the Parks & Recreation Department to discuss 717-766-1657. Attach a separate sheet if necessary. A map may be requested for tournaments bringing in vendors, large tents, lights, and other large equipment that may impact general park use.

Single Date(s):

Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
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Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM
Date: _____	Start Time: _____ AM/PM	End Time: _____ AM/PM

Portable Restrooms & Trash (TOURNAMENTS ONLY)

Additional restrooms and trash cans may be needed for tournaments, due to the impact on general park use. Trash that does not fit in the waste cans must be disposed of in dumpsters. For those events needing more than 6 standard restroom units, the first one should be ADA and then every 7th unit shall be ADA. Use this as a guide. Placement must be coordinated with the Parks & Recreation Department.

- A copy of the restroom or dumpster service contract is included with this application
- A copy of the insurance certificate listing Silver Spring Township additional insured is included with this application.

VENDORS & LIGHTS

A Certificate of Insurance (COI) is required for vendors selling food/beverage. The COI must list Silver Spring Township additional insured. Food/Beverage vendors cooking on-site, must have a fire extinguisher at their space. Generators should be secure and away from the general public.

VENDORS

	Food/Beverage	Sales/Business	Promotion/ Fundraising
Vendor/Organization: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor/Organization: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor/Organization: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor/Organization: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor/Organization: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vendor/Organization: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIGHTING AFTER HOURS

Parks close at sunset, however, any league wanting to play after park hours, must request written permission. If permission is granted, you will be asked to provide a lighting plan specifying the areas that will be lit, size of lights, and lighting levels. Levels must meet Township ordinances and ensure that spectators can safely walk to and from the facilities being open after park operating hours. A certificate of liability insurance is required and must be provided to the Township in advance. Call 717-766-1657 for more information.

GOLF CARTS, UTVS/ATVS

The applicant is responsible for equipment used by the league, in the park. A general liability policy must be provided and include coverage for the equipment and the person(s) operating the equipment. Storage of vehicles is not permitted without written permission.

Gas and oil cannot be stored in the park for extended periods of time.

Vehicles: _____

Names of Operators:

By checking here, I verify that the operators are over the age of 18 and have a valid Pennsylvania Driver's License.

CERTIFICATE OF INSURANCE

Once approved, the applicant must provide a Certificate of Insurance evidencing general liability coverage in an amount of not less than \$1,000,000 to the Township and shall name the Township as an additional insured and certificate holder. Coverage is required for those operating motorized vehicles and major equipment such as rentals, and those providing assistance with maintenance and upkeep of the fields. Proof of coverage is required in advance and a copy must be provided to Silver Spring Township for recordkeeping.

APPLICATION SUBMISSION

Submit this application, security deposit, rental fee, and certificate of insurance to: parkinfo@sstwp.org or mail to Silver Spring Township, Parks & Recreation, 8 Flowers Drive, Mechanicsburg, PA 17050.

Liability Waiver and Release

Warning of Risk: Recreational activities/programs/events are intended to challenge and engage the physical, mental and emotional resources of each participant. Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when participating in any recreational activity/program. Understandably, not all hazards and dangers can be foreseen. Depending on the particular activity, participants must understand that certain risks, dangers and injuries due to inclement weather, slipping, falling, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instructor or officiating, and all other circumstances inherent to indoor and outdoor recreational activities/programs/events exist. In this regard, it must be recognized that it is impossible for Silver Spring Township to guarantee absolute safety.

Waiver and Release of all Claims and Assumption of Risk: I recognize and acknowledge that there are inherent risks of physical injury to participants in the listed programs/activities/events/community service, and I voluntarily agree to assume the all risks of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation, including, without limitation (i) injuries arising from use of any equipment, property, or grounds while participating in the programs/activities/events, (ii) injuries or medical disorders arising from participation in supervised or unsupervised programs/activities/events, (iii) accidental injuries within or on any Silver Spring Township facilities, land, or road.

I do hereby fully waive, relinquish, release and forever discharge Silver Spring Township, including its officials, agents, volunteers, and employees, from any and all claims for injuries, damages or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ children's and arising out of, connected with, or in any way associated with the listed programs/activities/events. I do hereby grant and give Silver Spring Township the right to use my or my child/ward's photograph or image for promotional purposes.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If the schedules change, I will submit a revised application or additional information accordingly.

Applicant's Name Printed: _____

Signature: _____

Athletic Field Use Policy & Regulations

These policies and regulations are intended to enhance the recreation opportunities and events available to citizens of Silver Spring Township and to facilitate general use and scheduling of athletic fields for the benefit of local leagues, at a cost adequate to Township expenses related to providing this use.

Prioritizing of Users: Leagues that have an agreement or memorandum of understanding with Silver Spring Township may receive priority scheduling as stated in such agreement. Requests must be submitted at least 14 days in advance. The following priority applies to all scheduling for use of facilities:

1. Silver Spring Township Recreation Programs
2. Groups/Leagues of the Cumberland Valley School District
3. Groups/Leagues having 50%+ players residing in Silver Spring Township
4. Non-Resident Groups/Leagues (majority of players outside the Township)
5. All others

Scheduling Policy:

Individuals, groups, organizations and so forth intending to use facilities on a regular basis must schedule the use of these facilities through the Silver Spring Township Parks & Recreation Department. Fees may apply for practices, games, and tournaments that will be held. Playing on fields that are not intended for the use are strictly prohibited. If damage occurs on the fields, fees to repair the fields will be charged.

Schedules must be provided to the Parks & Recreation Department prior to the intended use. Block scheduling is not permitted, and all changes must be coordinated with the Department. Organizations are not permitted to relocate fields, sublease, and/or approve/deny field use for any reason without prior written permission from the Parks & Recreation Department.

Field Equipment Policy:

Field equipment such as bases, goals, grooming, and paint for lining, are not provided with rentals. The park crew is responsible for maintenance and repairs to the fields, unless otherwise specified in a separate agreement. Each user must provide their own equipment for the intended use and is responsible for any damage done to equipment that is not put away. The Township is not responsible for shared equipment and damages to equipment that is not owned by the Township. Equipment such as bases, goals, grooming equipment and paint shall be stored away or locked when not in use.

Designated Playing Areas:

All athletic performances such as, but not limited to, practices, games, scrimmages, and so forth must be played on the appropriate playing surface. Areas such as parking lots, detention areas, dirt areas, and steep slopes are not ideal locations for athletic play.

Permits/Approvals - A copy of the permit must be available at the site during the approved dates and times for the specific facilities noted on the permit.

FIELD CLOSINGS

Each organization must use the utmost discretion when determining whether field conditions are appropriate for field use and by following the guidelines provided below. In most cases, the Township will make decisions on field closings between 9am and 12pm on the day of the weather event and sometimes prior. Decisions to close fields on weekends may be left in the hands of the organization. Leagues may forfeit their security deposit and/or pay additional damage caused to the field, as a result of playing in poor conditions. Field closings will be posted online and emailed to the primary contact on the application. Decisions to close may be based on the following:

- If the ground appears frozen, fields are closed

- When 50% or more of the playing field turns dormant, fields will close to prevent long-term damage
- If heavy wear or damage is evident, fields will close for an extended period of time.

BASEBALL/SOFTBALL FIELDS: 1 of the 2 criteria must apply to determine closings after rain events:

1. If 5% or more of the infield is standing water, fields are not suitable for play. Do not add ball mix without prior written permission from the Parks & Recreation Manager.
2. If your shoe leaves an impression that is more than 1/8" when you walk on the infield, it's too wet

GRASS FIELDS: 1 of the 3 criteria must apply to determine closings after rain events:

1. Fields are closed if the park receives $\frac{3}{4}$'s of an inch of rain within a 24-hour period prior to the intended use.
2. Fields are closed if you step onto the field and your shoe leaves an impression as shown to the right.
3. Fields are closed if heavy wear is evident on the field. Leagues/teams must request to relocate or rotate fields, if permissible.



DAMAGE OR LOSS

Additional fees may apply for damage caused to fields or facilities. Fees will be assessed for materials and labor required to repair or restore the area or facility that was damaged. In some cases where there are 3 or more infractions, the league/group or individual will also forfeit the security deposit. Examples of infractions:

- Failing to abide by park rules & regulations or athletic field use regulations
- Playing in restricted/closed areas
- Subleasing fields

Damages caused by leagues, groups, or individuals not scheduled to use the facilities will also be subject to fees to repair damage caused to the facility.

MULTI-PURPOSE (GRASS) FIELD RULES

Practice Regulations: Practice should not occur in heavy use areas (Example: Goal Mouth Area, Center of Field)

1. Soccer: Goals must be moved to the side of the field or another area for practices
2. Lacrosse: Goals must be moved to the side of the field or another area for practices
3. Football: Practices should be moved to an area that does not experience heavy wear

Game Regulations: Leagues must schedule field lining around mowing schedules. The Township will make a reasonable effort to work around schedules. Please give no less than 2 days' notice.

Field Lining

1. Some fields must be rotated each season/year to prevent heavy wear

2. Field markers must be flush with the surface of the ground, at all times, to prevent injury and damage to equipment and/or maintenance vehicles
3. Water-based athletic field marker paint is only permitted on turf
4. Marking paint must be specifically manufactured for turf
5. Do not substitute lime or other materials
6. Do not test field liner on concrete, blacktop or any other structure. Test on grass only
7. Do not discharge or dump paint into any drain for any reason
8. Use a string to guide lines

Soccer/Lacrosse Goals: Goals should be anchored to the ground to prevent tipping. Weights or sand bags are recommended. Do not install permanent anchors. The athletic organization is responsible for removing goals and equipment, if needed. See above under 'Practice Regulations' for moving goals during practice. The Township is not responsible for moving the goals unless they interfere with maintenance work and routine mowing.

BASEBALL/SOFTBALL FIELD RULES

Practice & Games

1. Remove divots and holes before and after each use
2. Use a broom or rake to push displaced material back into the skinned infield
3. Throwing or hitting of balls of any sort into fencing or any other structure in a park, is not permitted without a rubber backstop.
4. Hitting or throwing of balls of any sort, is not permitted near parking lots, roadways, walkways, trees, shrubs, natural vegetation, spectator areas, playgrounds, or nearby playing fields.

Field Lining

1. Use '*Athletic Field Marker*' to line foul lines and batter's boxes of skinned infields. Overuse can contaminate infield mix. *Water-based athletic field marker paint is only permitted on turf.*
2. Marking paint must be specifically manufactured for turf
3. Do not substitute lime or other materials
4. Do not test field liner on concrete, blacktop or any other structure. Test on grass only
5. Do not discharge or dump paint into any drain for any reason
6. Use a string to guide the lines
7. The infield foul line must be under first and third base

Wet Conditions

1. Calcined clay is the most common product to assist with wet infield conditions. '*Turf MVP*' is recommended. *Do NOT use small particle agents like Turface Quick Dry.*
2. Do NOT disperse/sweep puddles of water into the grass or fence
3. Do NOT remove/replace infield mix without written permission
4. Do NOT add drying agents to the infield without written permission

Grooming

1. Remove bases and plug the base anchor prior to grooming
2. Scar the field using a nail drag or needle tines
3. Vary dragging patterns each time
4. Finish grooming by moving *slowly* across the field with a grooming machine. Moving too quickly may spread infield mix into the grass, creating an edge and requiring more material. Creating an edge can cause injury to players!
5. Exit the field in a different location each time
6. Don't pull the nail drag or mat into the grass or within 12 inches of the grass when grooming.
7. Hand rake edges to prevent lips from forming
8. Do not take the drag over home plate or base paths

PARKING

Spectators shall adhere to posted parking regulations and take every precaution to maintain a safe environment for park users and neighbors alike. Please report problems to the police department, if needed. Parking on the grass, sidewalks or blocking resident driveways is prohibited. **Private vehicles may not be driven or parked on turf surfaces, service driveways without written approval. Vehicles must not block emergency access zones.**

STORAGE

- a. Gasoline, oil, and other flammable substances are not permitted in storage units without prior written permission from the Parks & Recreation Department.
- b. Groups/Leagues wanting to have permanent storage facilities in the park, must get approval in writing.
- c. Temporary storage trailers, utility vehicles, carts, goals, press boxes, and so forth must be removed from the park during the off-season. The Township may request items to be moved at any time, for any reason.

PORTABLE RESTROOMS

It is the sole responsibility of the sports organization to order additional restrooms as a result of high-volume use. The sports organization is responsible for costs associated with the restrooms they order. Placement of portable restroom units and hand washing stations shall be at the discretion of the Parks & Recreation Manager or designee.

AUTHORITY & TERMINATION OF USE

The Township reserves the right to restrict access to fields and facilities at any time, for any reason. **Termination of Use:** If a team ignores a decision to close fields or fails to practice in low use areas of the field, as written in the guidelines above, they may lose their right to use the fields. This may be a suspension for a period of time, or in some cases, loss of access for the entire season. Silver Spring Township reserves the right to deny or revoke any field use requests or permit based on current or past history of abuse of facilities or complaints lodged by police, the public, Park Maintenance, the Park and Recreation Manager or Township personnel.

CANCELLATION

Cancellations that are made within 30 days of the date of the reservation will incur a 50% cancellation fee. Cancellations that are made 30 days or more prior to the date of the reservation will incur a 25% cancellation fee. Silver Spring Township reserves the right to cancel or restrict facility rentals at any time.