



From the desk of
Karen A. Sweeney, CPRP, CPSI, CPP
Director of Parks & Recreation

TO: Seasonal Athletic Organizations/Associations
DATE: December 18
SUBJECT: 2022 Field/Facility Use Application
Cc: Dave Tomoko, Director of Operations / Chris Mason, Park Superintendent

As we approach 2023, it's time to look toward the upcoming athletic seasons just around the corner. Included with this correspondence are the 2023 Facility Use Application forms. For permit consideration, all requests must be submitted to the Director of Parks and Recreation no later than **February 1, 2023** for consideration.

We strive to provide a fair and adequate distribution of field space, however, please be aware we may not be able to honor all requests as submitted.

Permits will not be released until required paperwork and league practice/game schedules are submitted.

Organizations submitting first-time applications will be considered based upon available space after returning organizations have been scheduled.

Required materials are as follows – please use this list to ensure all material are included with your submission.

- 2021 League/Organization Recap Form
- 2022 Seasonal Application Form (please submit one per season)
- 2022 League game/practice schedule (must include field location, day, date, time, and team)
- 2022 Maintenance Memorandum of Understanding
- Updated Child Abuse Clearance and Background Check Verification Form
- COVID 19 PA/CDC Compliance Verification Form
- Copy of the athletic organizations COVID Compliance verification
- Current Certificate of Insurance naming Doylestown Township as an additional insured. Turk Park users must include both Doylestown Township and Count of Bucks as additional insured.
- Designated contact person clearly identified - Single point of contact.
- All fees as assigned per invoice issued.
- Security deposit may be required at the discretion of the township.

Fees are calculated in accordance with the Township Fee. Fees are not prorated. Add-on dates/times will be calculated at the supplementary weekly rate.

Please note that tournaments and/or other league special events are considered separate from regular seasonal play and are subject to policies and fees as specified. Rain dates are not scheduled unless coordinated with the township relative to field availability.

The *Special Event Application* is available for download at www.doylestownrec.org (Documents & Forms). This form (and all required attachments) is required for organization/league events outside of general seasonal uses.

Doylestown Township functions and events take precedence over all pending and/or authorized uses. The township reserves the right to decline or adjust any previously approved application as deemed necessary.

If you have any questions, please feel free to contact me at 215-348-9915.

Karen

A handwritten signature in black ink that reads "Karen A. Sweeney". The signature is written in a cursive style with a large, stylized 'K' and 'S'.

Karen A Sweeney, CPRP, CPSI, CPP
Director of Parks & Recreation

Enclosures



2022 League Annual Recap/Intro Form

Doylestown Township

Any league/organization authorized to utilize Doylestown Township facilities on a seasonal or continual use basis shall be required each year to submit a summary of the league/organization activity. The recap form must be submitted along with the current Facility Use Application as part of the yearly approval process. First-time leagues/organizations are required to submit a this form with their initial application as a baseline snapshot of their organization.

League/Organization: _____ **Sport:** _____

Participation (please use actual numbers not percentages):

Doylestown Township Residents: _____ Non-Township Residents: _____ Total Participants: _____

of teams assigned to Doylestown Township Fields: _____ Average # of participants per team: _____

Check One of the following (*must be completed*):

- No Township residents are **excluded** from participation in this league/organization
- Township residents **are/may be** excluded from participation in this league/organization

Programs/Services Provided (i.e., program: soccer: G-U12, participants: 120):

<u>Program:</u>	<u>Participants:</u>	<u>Program:</u>	<u>Participants:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Facility Usage (based on actual 2020 usage):

- Days of use: Mon. Tue Wed Thu Fri Sat Sunday M-F S-S
- Times of use: Morning (only) Afternoon (only) Evening (only) Combination
- Location: Turk Park I Turk Park II Turk Park III Central Park Sauerman Combination
- Purpose: Practice Games Tournament

Coaches:

- # Per Team (average): _____ # Coaches Under 18 years of age: _____
- # With Coaching Certification: _____ # With Coaches Training only: _____
- # With First Aid Certification: _____ # Coaches/Team w/ CPR Certification: _____
- Certification/training courses offered to coaches: _____

To the best of my knowledge I attest the above information to be correct.

Signature: _____ Date _____
(Authorized league Representative/Official)

2023 Seasonal Field/Facility Request Form

Doylestown Township

This form must be completed legibly and returned by **February 3rd** to *Doylestown Township, 425 Wells Road, Doylestown, PA 18901*. Returning organizations will receive first priority based upon historical usage. Others will be considered as space is available.

Submit a separate form for each season requested (check appropriate box):

- Spring (March 13- June 4) Summer (June 5 - August 27) Fall (August 28 - Nov. 26)

Organization Submitting Application _____ Township-based (50% min res) Non-Township-based
 Contact Person _____ Email Address _____
 Address _____
 Telephone (day) _____ Telephone (cell) _____
 Purpose of Request _____

Facilities Requested - Specify fields requested

- Central Park: _____
 Turk Park 1: _____
 Turk Park 2: _____
 Turk Park 3: _____
 Sauerman Park: _____
 Other: _____

Day, Date, Times Requested

DAYS	Dates		Times		CHECK APPLICABLE (if other, specify)		
	Start	End	Start	End	Practice	Game	Makeup
<input type="checkbox"/> Monday							
<input type="checkbox"/> Tuesday							
<input type="checkbox"/> Wednesday							
<input type="checkbox"/> Thursday							
<input type="checkbox"/> Friday							
<input type="checkbox"/> Saturday							
<input type="checkbox"/> Sunday							

- ... Fees are calculated at the seasonal rate and are not prorated. Permits will not be considered valid until all required paperwork and fees are received.
- ... Use of fields will not be permitted until required paperwork, schedules and insurance are received. Complete schedules (dates and times for practices/games) **must** be submitted prior to the start of each season.
- ... Township sponsored/approved events will take precedence over all other activities. From time to time other functions deemed appropriate by the township may take precedence over scheduled field usage. The organization will be notified in advance of any changes to their previously approved scheduled.
- ... The Township reserves the right to close any facility due to weather or other conditions as deemed necessary.
- ... Doylestown Township-based and returning organizations in good standing will be given priority over new applicants.

The individual, group or organization acknowledges having received and read Doylestown Township Ordinance No. 266 - relating to Park System Rules and Regulations and agrees to abide by all rules and regulations set forth in said ordinance. The organization further agrees to leave the site in a clean and orderly condition after each authorized use, and to cooperate with any Township official requesting the user to act in accordance with the above stated guidelines. Full responsibility for any damage to property or persons is assumed by the undersigned as an agent for the sponsor of the event or use. The Township, its officials, employees, agents, and volunteers shall be saved harmless from any claim and/or liability hereby arising out of, or in connection with the function, activities and uses of requested premises.

We further affirm that (check one of the following - Required):

- No township residents are **excluded** from participation in this league/organization
 Township residents **are/may be** excluded from participation in this league/organization

Signature of Applicant _____ Affiliation with Organization _____

Township Use Below
Line

Date Received: _____ Approved: _____ Auth: __ + _____
 Usage Seasonal Fee: Yes (refer to annual fee schedule) Received / \$ _____ Date _____
 Usage Fee Camps: Yes (refer to annual fee schedule) Received / \$ _____ Date _____
 Security Deposit: Yes (refer to annual fee schedule) Insurance Cert. / Received Date _____



Doylestown Township Parks & Recreation
Child Abuse Clearance and Background Check Verification
Third Party Field/Facility/Event Applicant

On behalf of _____ (organization)

I, _____ (authorized representative), swear and affirm
that;

The above named organization its employees and volunteers are in compliance with the *PA CPSL and Pa. Department of Human Services mandated clearances and/or training as required for employees and/or volunteers who have direct contact or routine interaction with children.*

The above named organization assumes full and complete responsibility for programs and/or facility use as authorized via permit issued by Doylestown Township.

Please check one of the following:

- Minor children are left under the direct supervision of staff and/or volunteers during this program/event/facility use.
- Minor children are never left under the direct supervision of staff and/or volunteers during this program/event/facility use (i.e., parents, legal guardian, etc. are present at all times during the program/event).

Organization: _____

Name (print): _____ Position: _____

Email _____ Phone (d) _____

Signature: _____ Date _____



Doylestown Township Parks & Recreation

Maintenance Memorandum of Understanding

Required by all Authorized/Permitted Field/Facility Users

Doylestown Township will provide general park maintenance of the facilities and fields including weekly mowing, trash removal (twp. Containers only), and regularly scheduled township comfort facility cleaning. Excessive wear and tear, littering, abuse/damage of any fields and/or facilities will result in additional restoration/damage fees. Additional maintenance, at the organizations expense, may be requested by the applicant and is subject to the townships authorization and/or ability to accommodate such requests.

The applicant will provide all maintenance relative to their event such as field preparation, lining of the fields, setting of bases, goals, corner flags, restoration from tent placement, trash removal, porta-potty placement and removal, etc. relative to the conditions and term of the approved permit.

Motorized vehicles are not permitted (other than designated parking areas) on park fields or surrounding grass areas for the preparation of athletic fields or any other activities unless specific prior approval is obtained from Township.

No modifications/improvements shall be made without the Township's prior approval. Any request to modify or improve park/facilities shall be submitted in writing for review by the Township at least 60 days prior to anticipated work date.

Any portable structures (i.e., fences, backstops, batting cages, tents, porta-potties, temporary structures, etc.) must be approved by the Township prior to installation and must be removed by the organization immediately following the expiration of the permit or within conditions established within the permit or the Township is authorized to remove such items at the applicant's expense.

The Township will make regular site visits throughout the approved timeframe.

Damage/maintenance other than normal wear and tear (including as a result of use during times of inclement weather), the applicant will be solely responsible for restoration/maintenance as specified by the Township. The applicant shall provide all labor and materials to correct such damage, or pay all associated fees assessed by the Township to have damage corrected.

No permanent structure or equipment shall be erected on Township facilities unless approved by the Township and dedicated for community use.

The Township may cancel, postpone and/or schedule "down time" at any time for preservation of facility condition and/or maintenance as needed. Every attempt will be made to limit these closures to periods before and between active season timeframes.

Authorized League Representative

Date/s

Purpose of field facility Use

Organization

Authorized League Representative

Date



Doylestown Township Parks & Recreation
COVID-19 PA/CDC Compliance Verification
Program Providers / Organizations / Event Providers

Season: Winter/Spring Summer Fall Year: _____

On behalf of _____ (organization)

I, _____ (authorized representative), swear and affirm
that;

The above-named organization / program provider organization its employees and volunteers,

... Are in acting compliance with current CDC COVID-19 guidelines and best safety practices *relative to the delivery of services.*

The above-named organization or third-party provider assumes full and complete responsibility for their program service delivery and/or facility use as authorized by Doylestown Township.

Organization: _____

Name (print): _____ Position: _____

Email _____ Phone (d) _____

Signature: _____ Date _____

Spring 2023 - General Information & Field Use Restrictions (revised 12.18.22)

Contact/Coordination

Doylestown Township will work directly with the designated league contact person only; all correspondence, requests, etc. will be made through this individual. Individual requests from coaches, etc. will not be entertained.

Doylestown Township Facility Use Restrictions

League game/practice schedules must be adjusted in accordance with date/time restrictions specified; Non-compliance will result in termination of the permit for the season. It is the sole responsibility of the organization to ensure that all necessary coaches, officials, parents, visiting teams etc. are adequately notified.

The Township's primary contact will be notified immediately of any modifications and/or additions to the schedule that may affect facility availability. Township sponsored activities/events take precedence over all other uses. Non-compliance may result in termination of the permit, without refund.

Restricted Date: Subject to change. Athletic schedules must be modified accordingly - Every attempt has been made to accurately reflect these dates on the schedule below. *The following schedule is subject to change/update with limited notice.*

CENTRAL PARK:

Saturday, March 26	Run	Amphitheater	No field/facility access (all)
Sunday, May 21	Run	Amphitheater	No field/facility access (all)
Wednesday, June 7	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Wednesday, June 14	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Wednesday, June 21	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Friday, June 23	CBSD Acapella	Amphitheater	No Restrictions
Wednesday, June 28	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Wednesday, July 5	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Wednesday, July 12	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Wednesday, July 19	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Wednesday, July 26	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Tuesday, August 1	National Night Out	Admin and CP	No field/facility access (all)
Wednesday, August 2	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Wednesday, August 9	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Wednesday, August 16	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Wednesday, August 23	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Wednesday, August 30	Concert:	Amphitheater	KC Parking Lot CLOSED (4:00pm-Dusk)
Saturday, Sept. TBD	Food Truck Fest	Amphitheater	KC Parking Lot CLOSED / No Field Access
Friday, Sept 29	LLS Light the Night	Central Park	No Field Access Field #1
Saturday, October 30	LLS Light the Night	Central Park	No Field Access (1 & 2)

TURK PARK:

Monday, April 24-May 29	T-Ball Program	Turk I (fld. 3)	No Field 3 Access (5:30-7:45 pm)
Saturday, July 8 (tbd.)	Women's LAX Tourn	Turk park II	No field access

SAUERMAN PARK:

N/A

General Information

Central Park **Field #3** has been taken out of service for 2022 - All athletic organization uses prohibited.
 CP Pavilion #1 is excluded from athletic organization use permit. It is available for rental if desired.

Contact/Coordination

Doylestown Township will work only with the designated league contact person; all correspondence, requests, etc. will be made through this individual. Individual requests from coaches, etc. will not be considered.

Inclement Weather

In the event of inclement weather (i.e., rain, snow, draught, etc.) authorized user groups are expected to utilize due diligence pertaining to the use of assigned fields. Damage caused to any field/facility because of use during inclement weather will be the sole responsibility of the user group. All costs for repair of the field/fields will be charged back accordingly. The township reserves the right to close any and/or all fields as deemed necessary and will post closures at www.doylestownrec.com.

Rescheduling

In the event make up games are necessary; it is the responsibility of the designated contact person to submit a written request to the park and recreation department to confirm availability of a field and secure approval.

Trash and Litter

It is the responsibility of the permit holder to ensure that the fields are clear of trash and debris at the conclusion of each practice/game. Failure to clear the fields and place trash in the provided receptacles will result in additional maintenance fees being charged to the organization.

Parking & Facility Use Information

Central Park

- Fields: Central Park fields will be available for game/practice in accordance with approved schedules Practices. Activity other than authorized will result in termination of the league permit for the season without refund.
- Parking:
 - Parking on the "Loop Road" (including drop-off is strictly prohibited and cars will be ticketed).
 - Entering the park from the exit of the loop road (nearest field #3) is prohibited.
 - NO vehicles are permitted on any field area for any reason.
- Pavilions: Pavilion access/use **is prohibited** for all athletic organizations holding a seasonal use permit. Permits are issued for field use only. If an organization would like to utilize a pavilion the appropriate rental application and fees submitted, and rental permit secured.

Turk Park I & II

- Fields: Turk Park fields will be available for game/practice in accordance with approved schedules and/or Practices only.
- Parking:
 - Parking on or along Almshouse and/or Turk Roads is prohibited.
 - Grass parking anywhere in the park is prohibited.

Turk Park III

- Parking:
 - Driving/parking on the maintenance road (between Turk III fields and Dog Park), including drop-off is strictly prohibited.
 - Parking in spaces specified for Dog park is not permitted.
 - The maintenance road does not go through to King Park. *Driving to King Park via the maintenance road from Almshouse Road to King Park (Warrington Township) will result in immediate termination of a permit without refund.*

Conduct

- ❖ Failure to comply guidelines as described will result in termination of league permit without refund.
- ❖ Disregard and/or confrontational behavior toward any township representative will result in permit termination without refund.
- ❖ Activity other than authorized will result in termination of the league permit for the season without refund.