



Lower Pottsgrove Township
Parks & Recreation Department

2199 Buchert Road • Pottstown, PA 19464 • Phone: (610) 323-0436
Fax: (610) 323-3824 • Website: www.lowerpottsgrove.org

TOWNSHIP USE ONLY

Date Received: _____
Amount Paid: _____
Insurance Received: _____
Insurance Expires: _____
Approved Date: _____
Approved By: _____

**LOWER POTTS GROVE PARK
FIELD/FACILITY USE PERMIT APPLICATION**

Please print or type all information

Contact Person: _____ Phone: _____
Organization: _____ Fax: _____
Address: _____
Website (if applicable): _____ Email: _____

PARK FACILITY/FIELD REQUESTED

Gerald Richards Park

- Multipurpose Field #1
- Multipurpose Field #2S
- Baseball Field #2B
- Multipurpose Field #3
- Multipurpose Field #4
- Multipurpose Field #5
- Multipurpose Field#6S
- Baseball Field #6B
- Multipurpose Field #7
- Baseball Field #8
- Baseball Field #9
- Multipurpose Practice #10
- Multipurpose Practice #11
- Multipurpose Practice #12
- Basketball Court #2
- Restroom Facilities
- Basketball Court #1

Sanatoga Park

- Pavilion
- Restroom Facilities
- Band Shell
- Baseball Field
- Soccer Field

Purpose of Facility Use: _____ No. Expected to Attend: _____

INDIVIDUAL EVENTS

Date(s) Desired: _____ Hours Desired: _____

SEASONAL EVENTS

Spring (March-June)

Mondays

- 3 p.m. to 5 p.m.
- 5 p.m. to 7 p.m.
- 7 p.m. to 9 p.m.

Tuesdays

- 3 p.m. to 5 p.m.
- 5 p.m. to 7 p.m.
- 7 p.m. to 9 p.m.

Wednesdays

- 3 p.m. to 5 p.m.
- 5 p.m. to 7 p.m.
- 7 p.m. to 9 p.m.

Thursdays

- 3 p.m. to 5 p.m.
- 5 p.m. to 7 p.m.
- 7 p.m. to 9 p.m.

Fridays

- 3 p.m. to 5 p.m.
- 5 p.m. to 7 p.m.
- 7 p.m. to 9 p.m.

Saturdays

- 9 a.m. to 11 a.m.
- 11 a.m. to 1 p.m.
- 1 p.m. to 3 p.m.
- 3 p.m. to 5 p.m.

Summer (June-September)

Mondays

- 3 p.m. to 5 p.m.
- 5 p.m. to 7 p.m.
- 7 p.m. to 9 p.m.

Tuesdays

- 3 p.m. to 5 p.m.
- 5 p.m. to 7 p.m.
- 7 p.m. to 9 p.m.

Wednesdays

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- 7 p.m. to 9 p.m.

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- 7 p.m. to 9 p.m.

Saturdays

- 9 a.m. to 11 a.m.
- 11 a.m. to 1 p.m.
- 1 p.m. to 3 p.m.
- 3 p.m. to 5 p.m.

Fall (September-November)

Mondays

- 3 p.m. to 5 p.m.
- 5 p.m. to 7 p.m.
- 7 p.m. to 9 p.m.

Tuesdays

- 3 p.m. to 5 p.m.
- 5 p.m. to 7 p.m.
- 7 p.m. to 9 p.m.

Wednesdays

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- 5 p.m. to 7 p.m.
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- 7 p.m. to 9 p.m.

- Organizations requesting seasonal reservations may be asked to work with the Township to enable special events or other reservation requests for Township facilities.

All groups/individuals must submit applications, proof of insurance, and fees as stated in this form prior to receiving approval by the Park & Recreation Commission.

All reservations must be submitted to Lower Pottsgrove Township so schedules may be coordinated. Reservations may be submitted by any of the following methods:

By Mail or Hand Delivery: Parks & Recreation Department
Lower Pottsgrove Township
2199 Buchert Road
Pottstown, PA 19464

By Fax: (610) 323-3824
By Email: feedback@lowerpottsgrove.org

Township Resident	
Less than 50 people	\$30.00
50-100 people	\$50.00
101-200 people	\$75.00
Groups larger than 200	\$100.00
Non-Township Resident	
Less than 50 people	\$40.00
50-100 people	\$60.00
101-200 people	\$100.00
Groups larger than 200	\$200.00

<ul style="list-style-type: none"> • Seasonal Facility Rentals: for individuals other than Pottsgrove Soccer, Pottsgrove Little League, and Pottsgrove baseball (per four-hour time block, per Facility). 	\$250.00
<ul style="list-style-type: none"> • Seasonal Facility Rental Deposit (all individuals and entities): will be refunded within 30 days of notification by applicant of conclusion of seasonal use and satisfactory inspection of facility by Township Staff. 	\$250.00
<ul style="list-style-type: none"> • Facility Key Deposit: will be refunded upon return of key and satisfactory inspection of facility by Township Staff. (will be returned via mail within 10 business days of key return) 	\$25.00
<ul style="list-style-type: none"> • Special Permits: Additional Facilities Requests (i.e. Portable Restrooms) Cost, plus 10% administrative fee. 	\$10.00

INSURANCE INFORMATION

Lower Pottsgrove Township requires insurance coverage in the following amounts:

- General Liability: \$1,000,000
- Fire Damage: \$100,000
- Medical Expenses: \$5,000
- Personal and Adv Injury \$1,000,000
- General Aggregate: \$2,000,000
- Products – Comp/Op Aggregate: \$2,000,000

An insurance certificate with Lower Pottsgrove Township listed as a additional insured must be submitted with this application.

Insurance Carrier: _____ Policy #: _____

Address: _____

Contact: _____ Phone: _____

REQUIREMENTS FOR FIELD/FACILITY USE PERMIT

- 1) Lower Pottsgrove Township residents and organizations serving Lower Pottsgrove Township have priority on the park facilities. Outside individual and/or group use shall not interfere with said groups and shall be in harmony with the overall purpose and objectives of Lower Pottsgrove Township and its Park & Recreation Commission.
- 2) All individuals/groups receiving a facility use permit shall have proper adult supervision.
- 3) Permit must display the signature and contact information of the responsible officer of your organization who has full understanding of and acceptance of the terms of the permit and will accept responsibility for adherence to Township Regulations.
- 4) Permit holders are required to evaluate reserved facilities before using them and are not permitted to use a facility if damage would occur due to adverse weather or other conditions.
- 5) Permit holders are also required to police and clean up the reserved facility and adjoining area after use.
- 6) Permit holders are required to restore to original condition, at the discretion of the Township, any field, facility, or property damaged due to negligence. The Township shall be the sole judge of destruction of property or excessive wear and tear.
- 7) Permit holders are responsible for damage to Township fields, facilities, and/or property that occurs as a result of their use. If the permit holder finds the field, facility, property, and/or part thereof to be damaged or otherwise unusable, the permit holder should report this condition before using the facility.
- 8) The Township reserves the right to close any field or facility for safety or property concerns that the Township deems necessary. Each permit holder will be notified of facility openings and closings.
- 9) Failure to follow these policies can result in revocation of your permit and/or paying for restoration of fields, facilities and/or property damaged or left in an unclean condition.
- 10) Permit holders must provide Lower Pottsgrove Township with a current Certificate of Insurance (listing Lower Pottsgrove Township as additional insured) prior to issuance of a permit and upon renewal of insurance if it expires during term of facility use.

LIABILITY RELEASE

- 1) We release and discharge Lower Pottsgrove Township from any and all claims or causes of actions in law and equity arising from our activities listed above on this form and on Lower Pottsgrove Township property.
- 2) We also release and discharge all right of claims for contribution and indemnification against Lower Pottsgrove Township by ourselves or such claims by any third parties in the event it becomes necessary to join Lower Pottsgrove Township as an added defendant in action brought by ourselves as a result of any of the above described occurrences.
- 3) We also agree to indemnify and hold harmless Lower Pottsgrove Township from any and all actions, claims and damages that Lower Pottsgrove Township would be obligated to third parties from actions arising out of our use of Lower Pottsgrove Township property.
- 4) We also agree to comply with all ordinances, statues and regulations of all local, State and Federal authorities and understand that failure to comply will result in revocation of our permit and may also lead to fines and penalties.

Authorized signature indicates full understanding and acceptance of terms of the permit. Any violation(s) will be cause for termination of this agreement by the Township.

_____ Date: _____
Signature - Individual/Officer of Organization

Print Name: _____ Title: _____

Address (home): _____

Home/Work Phone: _____ Cell: _____

Email: _____ Fax: _____

Gerald Richards Park - 2130 Buchert Road



SCALE 1 : 3,117

