

POLICY NUMBER: 23-01

UPPER NAZARETH TOWNSHIP

PARKS AND RECREATION

POLICIES AND PROCEDURES

Table of Contents

Park Hours	3
General Park Rules	3
Liability	4
Fields/Pavilions Reservation Application and Agreement.....	4
Rental to Responsible Parties – Fields and Pavilions.....	4
Township Authorized to Cancel	4
Inappropriate Behavior	4
Reservations – Fields and Pavilions	5
48 Hour Hold – Fields and Pavilions	5
Fee Schedule	5
Fee Waivers – Fields and Pavilions	5
Refund Policy – Fields and Pavilions.....	6
Refusal or Cancellation of Use by Township – Fields and Pavilions	6
Field Use	6
Inclement Weather Conditions	7
Pavilions	7
Restrooms	7
Playgrounds.....	7
Prohibited Conduct	8
Events.....	9

Policies and Procedures

Should a situation arise during a function held at Upper Nazareth Township Recreational Facilities that is not covered in these policies and procedures, the Township Board of Supervisors shall have the authority to take any step deemed necessary to resolve the immediate situation, or delegate the authority to do so to the Township Manager.

Park Hours

All parks shall be opened daily to the public at such hours as the Board of Supervisors or its designee may from time to time designate, but in no event shall any person be permitted to be in attendance in any park between 9:00 p.m., and sunrise, unless special permission be granted by the Board of Supervisors or its designee.

Please refer to Upper Nazareth Township Code of Ordinances, Chapter 16, available at Upper Nazareth Township Municipal Building, 100 Newport Ave., Nazareth or on the Township's website under ordinances and resolutions - ecodes: <https://ecode360.com/31942252>

General Park Rules

The following are not permitted in the park:

- Alcoholic Beverages
- Drugs
- Fireworks
- Golf
- Hunting or Trapping
- Littering
- Motorized Vehicles (except in designated paved parking areas)
- Open Fires
- Tobacco

Note: Facility must be returned to its original condition

Decorations are permitted with tape only. Putting holes in the structures is prohibited. All Decorations must be removed by the user upon departure.

Applicants do not have access to electricity. Generators and Gas Grills are allowed.

Jumping bubbles, ball pits, portable play areas and Food trucks are permitted with prior permission from the township. Vendors must provide proof of insurance and the township must be listed as a certificate holder on the Certificate of Insurance.

Liability

Upper Nazareth Township, its employees, boards, and committees are not responsible for injuries to persons or damages of loss of property. This is entirely the responsibility of participants. Every lessee shall further agree to pay for any and all damages to the recreational facilities and damages to or loss of any of the property and equipment of the recreational facilities resulting either directly or indirectly from such occupancy and use of the recreational facilities, by or through the negligence or other acts of the lessee or any persons participating in or attending their function.

Fields/Pavilions Reservation Application and Agreement

Any rental of the recreation facilities shall be required to have a fields/pavilions use agreement with the Township Office for the use of the facility. This agreement is a legal and binding document. It is the responsibility of the lessee to notify the Township in person of any modifications to the use agreement. Failure to do so will lead to the cancellation.

Any misrepresentation of the type of function, applied for on the use agreement, will also lead to cancelation of the function and of forfeiture of any fees paid.

All Applicants must provide proof of liability insurance.

Rental to Responsible Parties – Fields and Pavilions

Only persons ages 18 and older are eligible to contract for the use of the recreational facilities. The Township reserves the right to cancel any function that is deemed by the Board of Supervisors to be detrimental to Upper Nazareth Township.

Township Authorized to Cancel

Upper Nazareth Township may cancel the contract of any persons or organization as to the use of any portion of the recreational facilities when such person or organization, in the opinion of the Board of Supervisors, is not acting for the best public interest.

Inappropriate Behavior

Upper Nazareth Township Parks and Recreation is a family-oriented facility. Inappropriate behavior by any person(s) will not be tolerated. Inappropriate behavior includes but is not limited to verbal abuse of staff or other participants, vandalism of township property, inappropriate activities during a function, putting at risk other users of the park, etc. The Township Police Department has the authority to remove any person(s), or close any function that demonstrates this type of inappropriate behavior.

Reservations – Fields and Pavilions

Application for reservations must fill out the Use Agreement. Reservations will be accepted in person on a first-come, first-serve basis.

Reservation applications must be submitted at least two (2) weeks in advance of the date requested to allow for Application review and processing. Reservations will be accepted no more than one (1) year in advance to the exact date. Priority will be given to all Township sponsored activities and township-wide special events by allowing these reservations to be made more than one (1) year in advance of the desired date.

Applications will be approved for specific fields/pavilions, depending on group size, type of activity, and availability. Applications will be reviewed and use will be prioritized. Once dates are approved and booked, fees will be assessed in accordance with the Fee Schedule attached to the use agreement. All charges must be paid in full to complete reservation.

The person filling out the Use Agreement shall be the responsible party for the function and must be present at all times during the function.

Until a use agreement is on file, and approved by the Township, there is no agreement for use.

48 Hour Hold – Fields and Pavilions

Any field/pavilion *if available* may be placed on a 48 hour hold. The hold may be placed either by email, in person, or by telephone. A fully completed rental application must be submitted within 48 hours of the request for the hold. If a rental agreement is not completed, approved and fees paid, the hold will be removed and the field/pavilion will be made available for another rental.

Fee Schedule

The Fee Schedule will be attached to the Use Agreement Application.

Fee Waivers – Fields and Pavilions

Fee waivers may be granted by majority vote at a public meeting of the Board of Supervisors.

A written request for a waiver or variation of the requirements set forth herein for reservation stating the justification must be submitted to the township office. The matter will be placed on the agenda for the next Board of Supervisors' meeting, at which time the applicant shall appear to answer any questions by the Board of Supervisors pursuant to taking action on the fee waiver.

Refund Policy – Fields and Pavilions

Request for refunds must be submitted in writing to the Township Administrative office. The township must be notified prior to the reservation date. No-shows are non-refundable.

If use of the facility by Lessee is at any time impaired for any reason beyond Upper Nazareth Township's control (including inclement weather), Upper Nazareth Township may cancel the agreement, and Lessee's use shall be rescheduled if practicable at a time mutually agreed by the parties. If not able to reschedule on an acceptable date for either party, Upper Nazareth Township will issue Lessee a complete refund. The Township shall not be liable to Lessee for any losses or expenses incurred by Lessee on account of such cancellation or delay.

Refunds issued take a minimum of 15 working days to a maximum of 30 working days to be processed.

Refusal or Cancellation of Use by Township – Fields and Pavilions

Upper Nazareth Township has the right to refuse or cancel any application. The Township will give written or verbal notices of refusal and cancellations with an appropriate explanation to the lessee. Applications for use may be denied for the following reasons, including but not limited to:

1. Unsatisfactory prior use of facilities.
2. Hazardous and/or unsafe conditions exist.
3. Application submitted less than required advance timeline.
4. Non-payment of fees before due date.
5. Groups that do not give proper cancellation notice.
6. Facility is not available.
7. Insurance or Security requirement not met.
8. False statement on Applications.

If Upper Nazareth Township, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe, a full refund shall be made to the lessee.

Field Use

Persons/Organizations wishing to use Upper Nazareth Township recreational fields shall submit a proposed schedule of such use, whether for practice or games, to the Township at least two (2) weeks prior to commencement of the schedule. While effort will be made to accommodate all desired schedules for field use, the Township Staff will be responsible for allocating use of the fields.

Persons/Organizations shall notify the Township Staff of the cancellation of any scheduled field use at least 48 hours prior to the scheduled use.

Inclement Weather Conditions

In the event of inclement weather, it may be necessary to require a specific field or park to be closed.

In the case that the field or park needs to be closed, the applicant will be notified by telephone that the field or park is unsuitable for play.

Pavilions

Pavilions are available for rental at Tuskes Park. A Fields/Pavilions Reservation Application and Agreement must be submitted and approved. Rental of the pavilions does not reserve or entitle the group use of the fields and/or playground.

Restrooms

Restroom facilities are provided at Tuskes Park. These facilities are open from dawn to dusk.

Playgrounds

Playgrounds are provided for the enjoyment of our youngsters in a number of our recreational facilities.

The following basic playground rules are recommended for your safety and the safety of others.

- Play carefully.
- Do not use equipment when wet.
- Do not use play equipment improperly.
- No bare feet. Proper footwear is required.
- Report any damage or vandalism to the township as soon as possible.
- Playgrounds are closed from dusk to dawn.
- Playgrounds are closed when surface material is frozen.
- Adult supervision is required.

Prohibited Conduct

No person in attendance at a park shall:

- A. Injure, deface, remove, cut or damage any of the trees, plants, shrubs, turf, buildings, structures, signs or fixtures, or any other property of the Township located within the park.
- B. Litter any area of the park with garbage, paper, bottles, cans or other waste material; nor dispose of the same in any way except in receptacles designated for such purpose.
- C. Kindle or maintain any fire in the park except in fireplaces or areas specially designated for that purpose and located by authority of the Board of Supervisors or its designee.
- D. Remove any bench, seat, table or other appliance without permission of the Board of Supervisors or its designee.
- E. Injure, deface, destroy or remove any notice, rule or regulation posted at any place within the park by authority of the Board of Supervisors or its designee; nor shall any notice or placard be posted within the park other than by authority of said Board.
- F. Set up any booth, table or stand for the sale of any article or service whatsoever within the limits of the park without permission of the Board of Supervisors or its designee; distribute, sell, service or rent any services or commodity or solicit for any purpose without permission of the Board of Supervisors or its designee.
- G. Operate, stop or park any vehicle, bicycle or other means of conveyance except in areas where permitted or designated by proper authority of the Board of Supervisors or its designee, or operate the same in a reckless or negligent manner or in excess of any posted speed limit or in such a manner as to become a nuisance to other area users.
- H. Operate commercial vehicles, unless providing authorized services.
- I. Bring onto the premises, possess or consume any alcoholic beverage or illegal drugs of any kind; no person shall enter the park in an intoxicated state or otherwise be under the influence of alcohol or illegal drugs.
- J. Play ball, swim, golf, pitch horseshoes, engage in archery, camp, engage in finding buried objects with special detectors, or participate in any other form of recreation, sporting endeavor or pastime, except in those areas which may be designated from time to time for that purpose by the Board of Supervisors or its designee.
- K. Disrobe or change clothing except in buildings or facilities made available for that purpose.
- L. Disturb the peace by any conduct so as to annoy any other person using the park for recreational purposes.
- M. Operate a snowmobile, minibike, motorcycle, or any vehicle, recreational or otherwise, except on designated roads, trails, or areas set aside for their use.
- N. Use threatening, abusive, insulting, profane or obscene language or words.
- O. Commit any disorderly or immoral acts.
- P. Hold any public meeting or rally with more than five persons or engage in any marching or driving as members of a military, political or other organization without permission of the Board of

Supervisors or its designee, which requires a statement of information, including the name of the organization, its purpose, number of persons expected to be invited, expected duration and name(s) of person(s) in charge.

- Q. Disobey a proper order of a police officer or Board of Supervisors or its designee member, or disobey or disregard or fail to comply with any rule or regulation, warning, prohibition, instruction or direction given by an authorized person and posted or displayed by sign, notice, bulletin, card, poster, or when notified or informed as to its existence by the Board of Supervisors or its designee or an authorized person.
- R. Hunt for, capture or kill, or attempt to capture or kill, or aid or assist in the capturing or killing of in any manner, any wild bird or wild animal of any description, either game or otherwise, and to that end, it is unlawful for any person to carry onto or possess in any park, a shotgun or rifle or pistol or firearm of any make or kind unless specific permission is granted for a designated area by authority of the Board of Supervisors or its designee.
- S. Allow pets to run at large out of control.

Public Events

Public Events are not permitted with the exception of Township Sponsored Events.