

Allen Township  
Park Facility Reservation Application

Name/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Group Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Date(s) and Time(s) of requested use: \_\_\_\_\_

\_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Does this event include plans for concessions, vendors, rented equipment or caterers?

YES                  NO

If "Yes", please describe the details of the activity include names of vendors, rental company or caterers. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Facility Requested:

I/We have read the Resolution regarding use of Township Facilities as well as the Allen Township Park and Open Space Rules and Regulations, pursuant to Chapter 16 of the Code of Allen Township, attached to this application and agree to assume responsibility for observance of these requirements. I/We understand that the non-refundable deposit **will not** be returned in case of cancellation. I/We understand that damage to the facility and/or costs associated with the cleaning of the rented facility in excess of the rental fee will be charged to me/us or my account as well and I consent to and agree with such charge being made. I/We agree to be bound by the terms of the Resolution governing the use of Township facilities and all Rules and Regulations relating to the facilities.

\_\_\_\_\_  
Signature of Group Representative

\_\_\_\_\_  
Date

PLEASE RETURN RESERVATION REQUEST AND RESERVATION FEE, IF REQUIRED, TO:

ALLEN TOWNSHIP

4714 Indian Trail Road, Northampton, PA 18067

-RECEIPT OF PAYMENT/APPLICATION-

Date received \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Amount due \_\_\_\_\_ Deposit received \_\_\_\_\_

Insurance required? Yes      No      Received (date) \_\_\_\_\_

Use Fee: \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_

Security Deposit Fee: \_\_\_\_\_ Check # \_\_\_\_\_ Date: \_\_\_\_\_

Concession/Caterer/Vendor? Approved      Not Approved

Name \_\_\_\_\_

Additional fees and charges \_\_\_\_\_

Other Information/Conditions: \_\_\_\_\_

**ALLEN TOWNSHIP  
PARK FACILITY RESERVATION FEE SCHEDULE**

	TYPE II	TYPE III	TYPE IV	TYPE V	TYPE VI	Security Deposit
Ballfields Single Use (does not include pavilion usage)	30.00	50.00	100.00	150.00	150.00	100.00
Pavilion (does not include field usage)	35.00	50.00	100.00	225.00	125.00	100.00
Basketball Court (does not include pavilion usage)	10.00	25.00	40.00	100.00	75.00	75.00
Volleyball Court (does not include pavilion usage)	10.00	25.00	40.00	100.00	100.00	100.00
Soccer/Multi-Use Field (does not include pavilion usage)	10.00	25.00	40.00	200.00	150.00	100.00
Field House	-	-	-	-	-	-

**ALLEN TOWNSHIP, NORTHAMPTON COUNTY, PA  
RESOLUTION 2017-06**

**ALLEN TOWNSHIP PARK FACILITY RESERVATION POLICY**

All individuals or groups who desire to reserve township facilities are required to comply with the following guidelines.

**Application Procedure**

1. All persons or groups requesting use of Township-owned facilities must submit a completed "Park Facility Reservation Application" or letter of request, along with the appropriate rental fee or deposit required to confirm the reservation.
2. Cancellations should be reported to the Township as early as possible. Rental fees, less non-refundable deposits, will be returned as long as the Township receives at least a two-week advance notice of such cancellation. Rentals unable to be held due to inclement weather will receive a refund.
3. The person signing the "Park Facility Reservation Application" is responsible for the condition of the facility and, completing the steps outlined in the Facility Clean-Up Check List.
4. All requests shall be reviewed by Township staff and upon approval a "permit" will be issued as a confirmation of the reservation. Use of the facility shall be restricted to the terms specified on the permit issued to the group or individual.
5. **Organized sports tournaments are limited to reservation and usage of the Savage Road Ballfield and Soccer Areas only.**

**General Guidelines**

1. All posted rules and regulations of the facility shall be applicable. All persons attending any activity within township facilities must park in the appropriate parking area. No persons are permitted to park in lawn areas, in the fire lane or in the areas designated as parking for emergency services personnel.
2. All persons using township facilities are responsible for cleaning the facility before leaving. Tables and chairs should be wiped off and placed in the location in which they were found. Lights and water should be turned off, and when appropriate, doors should be locked upon vacating the facility. If necessary, floors should be swept and/or mopped. All refuse must be gathered and placed in the proper containers. Cans and bottles are to be placed in recycle containers. No trash is to be placed in recycle containers. Refuse receptacles located inside buildings must be emptied and the bags placed in the proper dumpster outside the building. Refuse receptacles located outside will be attended to by township staff.
3. Consumption of alcoholic beverages is prohibited within all township facilities.
4. All groups or persons reserving township facilities agree to assume responsibility and liability for any damage to property and/or injury to persons incurred through use of the facility and relieve and release the Township of any responsibility for such losses, damage and injuries. Certain groups that are associations and/or incorporated may be required to provide a Certificate of Insurance as proof of liability coverage for the current day/days use. This certificate shall be an original certificate and list the Township as the certificate holder and additional insured.
5. In scheduling facilities, township-related or sponsored activities will be given priority over all requests for use of facilities.
6. All groups or persons reserving township facilities wishing to include concessions or vendors as part of their scheduled event should notify the Township for approval in advance according to ordinance. All private vendors must register with the Township and may be required to possess an Allen Township Solicitation Permit and provide a certificate of insurance for township files. No parking is permitted in emergency areas.
7. Allen Township reserves the right to refuse approval of an application or void a reservation of an individual, family or group for failure to comply with this Resolution. The Allen Township Manager may promulgate specific rules and regulations for Township building usages as the Manager deems necessary, the violation of which may also result in the Township refusing to approve an application or void a reservation granted.
8. This resolution amends and supersedes all previous resolutions, addressing Allen Township facilities reservations.

**Fees and Charges**

Fees shall be set by separate resolution, from time to time, by the Allen Township Board of Supervisors. For the

purpose of assessing fees for reservation and use of township facilities, groups shall be categorized as explained below:


- TYPE I: Programs and activities of the Allen Township Youth Association will receive priority use of the ball fields at Township Park facilities.
- TYPE II: Township-based, non-profit organizations, including but not limited to youth and/or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc.
- TYPE III: Township residents for private use.
- TYPE IV: Township-based businesses and their employees.
- TYPE V: Non-resident groups described in Type II.
- TYPE VI: Non-resident individuals.

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Board of Supervisors of Allen Township, that the above listed fee schedule is hereby established for the year 2017, retroactive to January 1, 2017. RESOLVED AND ENACTED this 3rd day of January, 2017.

Attest

Allen Township Supervisors

  
Secretary

  
Chairman

# **ALLEN TOWNSHIP PARK FACILITY CLEAN UP CHECK LIST**

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**Persons or group who reserved the facility must complete the following:**

- Put tables and chairs away (wipe down if necessary)
- Take down any decorations (reminder no tape, push pins, or glue is permitted on walls)
- Sweep floors
- Empty trash from cans into appropriate dumpsters (recycle/trash)
- Turn off lights and water

**\*Reminder- your rental includes clean up time, please leave facilities  
as  
you found it by the end of the rental.**

**FAILURE TO COMPLETE ANY OF THE ABOVE ITEMS  
WILL RESULT IN LOSS OF SECURITY DEPOSIT.**

**Damage to the facility and/or costs associated with  
cleaning  
of the rented facility in excess of the security deposit  
will  
also be charged to your rental.**

**ALLEN TOWNSHIP**

**PARK FACILITY RESERVATION**

**INDEMNITY AND HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ (the User), in consideration of the permission granted to it to utilize the facilities described in the application, hereby agrees to indemnify and hold harmless Allen Township (the Township) and their officers, employees, agents or instrumentalities (the indemnified parties), from any and all claims, liabilities, injuries, demands, suits, causes of action or proceedings of any kind or nature, losses or damages including attorney's fees and costs of defense, which the indemnified parties may incur arising out of the negligence, error, omission, intentional acts, or other cause arising out of or resulting from the use of the Township facilities by the User, its employees, volunteers, guests, invitees or others associated with the User. The obligation to indemnify and hold harmless specifically includes claims, liabilities, injuries, demands, and suits, causes of action or proceedings arising from the negligent acts or omissions of the indemnified parties. The User shall pay claims and losses in connection with all of the foregoing and shall investigate and defend all claims, suits, or actions of any kind or nature, including appellate proceedings in the name of the applicable indemnified party, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The User and Township agree that this agreement and its underlying obligations shall be construed in accordance with Pennsylvania law, and that venue for any action brought hereunder shall lie in the Court of Common Pleas of Northampton County, Pennsylvania. The User hereby agrees that in no event shall any of its employees, volunteers, guests, invitees or others associated with the User be considered to be employees, agents, guests, or invitees of the Township.

I, \_\_\_\_\_, being the \_\_\_\_\_ of \_\_\_\_\_(User)\_\_\_\_\_, hereby warrant and represent that I have full legal authorization to enter into this Agreement.

\_\_\_\_\_