



WEST WHITELAND TOWNSHIP
RENTAL PERMIT APPLICATION AND AGREEMENT
LEAGUE USE OF ATHLETIC FIELDS

A. Purpose

Manage West Whiteland Township athletic fields in a manner which assures equitable distribution of Township facilities to the public. This will be accomplished by means of the following:

1. Outline available fields and dates of usage.
2. Outline facility-scheduling procedures and policies.
3. Define reservation fees and charges for use of facilities.
4. Define rules and regulations regarding use.
5. Manage the limited number of Township athletic fields and facilities in a fair and equitable manner.

B. Group Type (Please check one box):

- TYPE 1: Township residents; non-profit organization chartered in WWT or 50% WWT membership; gvt. agencies
- TYPE 2: Non-profit not based in WWT or not serving WWT
- TYPE 3: Non-residents, businesses, athletic leagues serving primarily non-residents

C. Athletic Fields Available for League Rental

Sports Field Location	Field Size	Seasons* (Approximate)
Boot Road Park, Catov Park	60'	April 1—October 23
Boot Road Park, Catov Park	90'	April 1—October 23
Exton Park	Multi-Use	April 1—October 23
Exton Park	Cricket Field	April 1 – October 23
Roscioli (Ship Road) Park	2-60'	ELL Use Agreement
Roscioli (Ship Road) Park	Tee Ball 45'	ELL Use Agreement
Waltz Park	2-60'	WSLL Use Agreement

**Fields may be available on a limited basis based upon maintenance and field conditions.*

D. Field Closure

West Whiteland Township reserves the right to suspend field availability during periods of inclement weather, poor playing conditions due to damage (which would cause hazardous conditions) and opportunities for necessary field maintenance. The Public Works Operations Manager will make the final decision regarding playability. It is the organization's responsibility to obtain field closure information. You may elect to receive text message updates regarding field closures. Email eculp@westwhiteland.org to be added to the list to receive updates. Games cancelled by West Whiteland Township may be rescheduled within the current season. To reschedule a rained-out game, email parks@westwhiteland.org.

E. Scheduling Procedure and Requirements (league, games and practices)

1. West Whiteland Township reserves the right to limit the amount of play permitted on Township fields.
2. Use Availability—The Township will determine the days of availability for league play.
3. All organizations and leagues shall secure and maintain, at no expense to West Whiteland Township, a comprehensive general liability insurance policy. Policies shall:
 - a. Provide for West Whiteland Township, its officials, agents and employees, as identified as an additional named insured.
 - b. Provide liability limits with per occurrence and aggregate limits of not less than \$1,000,000.
 - c. Be filed with West Whiteland Township by the organization league coordinator or president to show insurance coverage in force prior to start of field usage or activities.
 - d. Be endorsed to require thirty (30) days' written notice of cancellation to West Whiteland Township.
4. Scheduled league games shall have priority for use of the facility over practice. Practice session locations shall be rotated around the field playing surface in accordance with existing field conditions. Park staff will control use of the facility.
5. West Whiteland Township will assign game and practice dates and times. Users must meet requirements as outlined in this document. Allocations for games and practices are based on the total number of requests received, availability and priority outlines. A schedule including assigned game dates and times will be delivered to leagues prior to season commencement. The league is required to remove unwanted assigned dates/times and return a list of deletions within a week of delivery. Assignments accepted will be charged to the league, used or not. No response to the schedule will be considered acceptance by the leagues. When possible, openings may be offered to other leagues on a priority basis as defined within the Priority definitions earlier stated.
6. Any cancelled use of a field must be made up within the current season. No credits or refunds will be given.
7. West Whiteland Township reserves the right to limit the amount of scheduled and non-scheduled play on fields during any given season to prevent excessive damage to turf.

Application Checklist:

All organizations requesting field allocation will submit the following to parks@westwhiteland.org before their usage is approved:

- a. Field Use Permit Application (attached to this document)
- b. League roster, including the name, address and Township of each participant. (If a current roster is not available, last year's roster may be submitted; however, a current roster must be submitted three weeks prior to any scheduled play)
- c. Certificate of Insurance
- d. Game/Practice schedule request

F. Reservation Fees and Charges for Township Ball Fields

	TYPE 1	TYPE 2	TYPE 3
<u>SINGLE USE ATHLETIC FIELDS</u>			
Exton Park Multi-Use Field	\$45	\$90	\$150
Softball and Baseball Fields			
60 ft.	\$30	\$75	\$100
90 ft. baseball only	\$45	\$115	\$150
Cricket Field (2 Multi-use fields and Pitch)	\$90	\$180	\$300
Miller Park Open Field	\$15	\$50	\$75
Lining of 1 Athletic Field (Paint plus labor)	\$315	\$315	\$315
<u>SEASONAL USE ATHLETIC FIELDS (13 weeks; Each Use = 2.5 hours)</u>			
Exton Park Multi-Use Field			
1 use/week	\$525	\$1,055	\$1,950
2 uses/week	\$995	\$1,990	\$3,315
3 uses/week	\$1,405	\$2,810	\$4,680
Exton Park Cricket Field (Fields 1 + 2 + Pitch)			
1 use/week	\$1,055	\$2,110	\$3,510
2 uses/week	\$1,990	\$3,980	\$6,630
3 uses/week	\$2,810	\$5,620	\$9,360
60 ft. (Boot Road)			
1 use/week	\$350	\$880	\$1,170
2 uses/week	\$665	\$1,660	\$2,210
3 uses/week	\$935	\$2,340	\$3,120
90 ft. (Boot Road) baseball			
1 use/week	\$525	\$1,345	\$1,755
2 uses/week	\$995	\$2,540	\$3,315
3 uses/week	\$1,405	\$3,590	\$4,680

1. **Security deposits** (where applicable) are fully refunded with the following restrictions: if in the opinion of the Township there has been any damage or misuse of the Township property, or if the facility was used for a purpose other than that specified on the permit, the responsible party or group will be assessed for the cost of repairs (as determined by the Township) plus \$100.00 and the loss of the use of any Township facilities for one full year from the date of the permitted use. The financial liability is not limited by the amount of the security deposit. Any violations of the Park Regulations as enumerated in the West Whiteland Township Code (and included here) will result in additional penalties as specified in the Code.
2. Activities requiring additional field preparation (i.e., custodial, maintenance or grounds work outside or regular working hours) may be assessed a **maintenance fee**. The board of Supervisors of West Whiteland Township will specify fees for facility use in the Fee Schedule adopted annually. Current maintenance fees are:
 - a. Initial \$90/hour fee
 - b. Lining of 1 Athletic Field / \$315

Responsibilities of Organizations Using Facilities

1. Observe all park rules. When driving through the park parking lots, please be especially watchful for children.
2. Pay any appropriate Township fees.
3. Prepare fields for games, including lining, raking, etc. All groups must use non-toxic Sportfield Whiting (CaCO₃) or sports lining paint. Spray paint should not be used on “skinned” areas such as base paths or home plate area.
4. After each use:
 - a. Clean up all trash in and around field and parking lot areas (including under bleachers) and place in appropriate trash receptacles or remove entirely from the park. Do not leave broken bats in the trash; remove them from the site. Maintenance fees will be assessed if necessary.
 - b. Rake infield and replace bases if you have moved them.
5. Set and maintain appropriate expectations of behavior from participants, spectators, and league representatives. The designated league representative will be responsible for communicating the terms of this policy and the attached Parks Rules.
6. Park only in designated parking areas and prohibit driving of any vehicles except on park entrance drive. Stay off the grass. Vehicles improperly parked may be subject to towing.
7. Be a good neighbor. Keep sound levels to a minimum. No bullhorns, sound amplification or lights are allowed.
8. Contact the Administration scheduler within two (2) working days after a field closure to confirm a credit or reschedule.
9. Obtain vendor permit and authorization for any sales transactions on park property.
10. Honor any stipulations outlined in Use Agreement, including submitting schedule of games, practices, and tournaments.
11. West Whiteland Township cannot be held responsible for any equipment that teams bring to or choose to store at the field.

Parks and Open Space Rules and Regulations

1. **Hours** – Sunrise to Sunset (except for those activities specially permitted by the Township).
2. **Facilities** - The reserved use of Township parks such as recreation fields and other facilities by organized groups or individuals shall be scheduled at the discretion of the Township; a permit shall be issued specifying the date, time and location of the use and such use shall be subject to any conditions that may be imposed thereunder. A permitted activity will supersede any recreational activity on the fields. (An organized activity or group involves a number of people doing something together in a structured way, rather than doing it by themselves.)
3. **Alcoholic Beverages** – No individual or group shall possess, consume or sell any alcoholic and/or intoxicating beverages in any park unless specifically granted permission by the Board of Supervisors.
4. **Personal Conduct** — No individual or group shall engage in conduct within the parks that annoys or risks injury to any other person using the parks or persons occupying adjacent property.
5. **Trash/recycling** – All trash and recycling shall be disposed of in the appropriate receptacle designated for each. Littering is prohibited.
6. **Township Property** – Defacing or damaging park property including buildings, playgrounds, signage, markers or monuments and/or disturbing or removing wildlife or vegetation is prohibited. All items found within the park must remain in the park. No signs, notices or placards shall be posted at any place within the parks other than by authority of the Township.
7. **Motorized Vehicles** —No person shall operate, stop or park any motorized vehicle except on park roads, parking areas or other areas so designated for such use. Nor shall any person operate any motorized vehicle in a reckless or negligent manner, in excess of the posted speed limit, or in such a manner as to become a nuisance to other park users or persons occupying adjacent property.
8. **Firearms** – Possession of a firearm in a Township Park shall be in accordance with the Pennsylvania Uniform Firearms Act. Discharge of a firearm is prohibited.
9. **Fires** – No person shall set or maintain a fire in any park except in stoves, grills, or fireplaces maintained for the purpose and located by authority of the Township.
10. **Pets/animals** - Pets/animals are not allowed in the parks with the exception of leashed dogs unless otherwise posted.
11. **Dangerous Equipment and Activities** – No person shall use sharp objects, weapons or dangerous athletic equipment unless the Township has expressly permitted the use and the user follows strict safety guidelines.
12. **Golf** – The playing or practicing of golf is prohibited.
13. **Sound Equipment** – No person shall use any sound amplification equipment in a Township Park, unless specifically permitted by the Township.
14. **Fireworks** – No person shall possess or ignite any fireworks in a Township Park without an approved permit.
15. **Unmanned/Manned aircraft** is prohibited.
16. **Operating a Business** — Engaging in or soliciting any business in park areas, except in accordance with the provisions of a permit, contract, or other written agreement with the Township, is prohibited.

WWT FIELD USE PERMIT APPLICATION

Name of Applicant: _____

Name of Group/Organization and Team: _____

Organization President or Authorized Representative: _____

(If this changes, please notify WWT immediately with new representative)

Address: _____
Street City Zip

Phone: Primary: _____ Backup: _____

Cell phone to receive text message updates for field closures (optional): _____

Email: _____ Website: _____

Field(s) Requested: 60' Boot Road 90' Boot Road 60' Catov Park 90' Catov Park

Exton Park Multi-Use Field 3 (See diagram on page 8)

Exton Park Cricket Field (1 + 2 + Pitch) Only available on Monday

Please provide the following information about your organization:

A. Check Group Type (please refer to "Section B. Group Type" in this Application packet)

Type 1 _____ Type 2 _____ Type 3 _____

B. What percentage of your organization are West Whiteland Township residents? _____

(A roster of players verifying residency status must be presented upon request)

How many uses per week are you requesting? 1 use/week _____ 2 uses/week _____ 3 uses/week _____

Please list your top three choices for the time and date you wish to rent the field. The Township will make every effort to honor your first request but in the event of a conflict will refer to your second and third requests.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30 –10:00 AM							
10:00 AM – 12:30 PM							
12:30 –3:00 PM							
3:00 –5:30 PM							
5:30 –8:00 PM							

Please list your requested start and end date for your season. Start _____ End _____

I, the undersigned, have read and understand the regulations and rules for West Whiteland Township's Use of Athletic Fields. I have provided truthful and correct information about the aforementioned organization. I understand that this application may not be approved or that approval may be revoked if incorrect information is provided to WWT.

SIGNATURE: _____ Date: _____

APPROVED BY: _____ Date: _____

Authorized Representative of West Whiteland Township

Please review Field Reservation Procedures and Checklist (Section E) and submit required information with this form.

