



West Whiteland Township
Rental Permit Application and Agreement
League Use of Athletic Fields

A. Athletic Fields Available for League Rental

Sports Field Location	Field Size	Seasons* (Approximate)
Boot Road Park	60'	April 1—November 1
Boot Road Park	90'	April 1—November 1
Exton Park	3 multi-use fields	April 1—November 1
Ship Road Park	2-60'	ELL Use Agreement
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.*

B. Field Closures/League Cancellations

West Whiteland Township reserves the right to close fields during periods of inclement weather, poor playing conditions due to damage (which would cause hazardous conditions) and opportunities for necessary field maintenance. The Township's Assistant Director of Public Works (Ed Culp) will make the final decision regarding playability.

It is the organization's responsibility to obtain field closure information. **To receive text message updates regarding field closures, please text Ed Culp at 610-633-6657.** Field use cancelled by West Whiteland Township may be rescheduled within the current season. Make-up dates may not be held over for future seasons.

Seasonal rates for field rentals are calculated at rates that are significantly discounted from per-use fees. Groups that rent the fields on a seasonal basis will not receive refunds or credits for individual cancellations or field closures.

C. Insurance Policies

All organizations and leagues shall secure and maintain, at no expense to West Whiteland Township, a comprehensive general liability insurance policy. Policies shall

1. provide for West Whiteland Township, its officials, agents and employees, as identified as an additional named insured.
2. provide liability limits with per occurrence and aggregate limits of not less than \$1,000,000.
3. 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.
4. be endorsed to require thirty (30) days' written notice of cancellation to West Whiteland Township.

D. Application and Scheduling Procedures

West Whiteland Township will assign field use dates and times. Users must meet requirements as outlined in this document. Allocations for field use are based on the total number of requests received. A schedule of assigned field use dates and times will be delivered to leagues prior to season commencement. Assignments accepted will be charged to the league, used or not.

E. Reservation Fees for Township Ball Fields

TYPE 1: League with at least **50% of PLAYERS** living in West Whiteland Township (roster required)

TYPE 2: Not-for-profit organizations or leagues (501c3 certification required)

TYPE 3: Non-residents – individuals, groups, businesses, athletic leagues serving primarily non-residents

	TYPE 1	TYPE 2	TYPE 3	Security Deposit
<u>SINGLE USE ATHLETIC FIELDS</u>				
Exton Park Multi-Use	\$45	\$90	\$150	N/A
Boot Road				
60 ft.	\$30	\$75	\$100	N/A
90 ft. baseball only	\$45	\$115	\$150	
<u>SEASONAL USE BALL FIELDS—13 WEEKS</u>				
Exton Park Multi-Use Field				
1 use/week	\$525	\$1,250	\$1,250	\$500
2 uses/week	\$750	\$1,875	\$1,875	
3 uses/week	\$975	\$2,500	\$2,500	
60 ft. (Boot Road)				
1 use/week	\$350	\$825	\$825	\$500
2 uses/week	\$500	\$1,235	\$1,235	
3 uses/week	\$650	\$1,675	\$1,675	
90 ft. (Boot Road)				
1 use/week	\$525	\$1,250	\$1,250	\$500
2 uses/week	\$750	\$1,875	\$1,875	
3 uses/week	\$975	\$2,500	\$2,500	

Security deposits 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.

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 \$50/hour/man.

F. Responsibilities of Organizations Using Facilities

1. Observe all park rules as outlined in Section G. When driving through the park parking lots, please be especially watchful for children.
2. Pay any appropriate Township fees prior to using fields.
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. Practice session locations shall be rotated around the field playing surface in accordance with existing field conditions.
5. 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.
6. Set and maintain appropriate expectations of behavior from participants, spectators and league representatives. The designated league representative on the Field Use Permit will be responsible for communicating the terms of this policy and the attached Parks Rules (see Section G).
7. 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.
8. Be a good neighbor. Keep sound levels to a minimum. No bullhorns, sound amplification or lights are allowed.
9. Carry paper or electronic copy of approved Permit to field (manager/coach).
10. Obtain vendor permit and authorization for any sales transactions on park property.
11. Honor any stipulations outlined in Use Agreement, including submitting schedule of games, practices and tournaments.
12. West Whiteland Township cannot be held responsible for any equipment that teams bring to or choose to store at the field.

G. Parks and Open Space Rules and Regulations

1. **Hours** – The parks shall be open between the hours of sunrise and sunset. At sunset, all activities in the parks shall cease and all persons in the parks shall leave as soon as possible (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 there under.
3. **Alcoholic beverages** – No individual or group shall possess or consume 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 improper conduct within the parks so as to annoy or risk injury to any other person using the parks or occupying adjacent property.
5. **Disposal of waste** – All waste and garbage shall be disposed of in receptacles designated for this purpose. The burning of trash or garbage is prohibited. It is unlawful to transport trash, garbage, or any other matter to any park for the purpose of disposal.
6. **Township property** – No person shall damage, deface, destroy, or remove any park property, including but not limited to signs, structures, equipment, natural growth, or other material.
7. **Motor vehicles** – No person shall operate, stop or park any motor vehicle except on park roads, parking areas or other areas so designated for such use. Nor shall any person operate any motor 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** – No person other than an officer of the law shall carry any firearm within the limits of the parks.
9. **Building of fires** – No person shall set or maintain any fire in the parks except in stoves or grills or fireplaces maintained for the purpose and located by authority of the Township.
10. **Notices** – No person shall deface or destroy any notice or sign posted at any place within the parks or open space areas by authority of the Township, nor shall any person post any notice or placard at any place within the parks other than by authority of the Township.
11. **Dangerous athletic equipment** – No person shall use javelins, arrows, discus or similar athletic equipment dangerous in character unless the use has been expressly permitted by the Township. The use of baseballs (hardball) is limited to developed ball fields.
12. **Sound equipment** – No person shall use any sound amplification equipment in a Township park.
13. **Explosives and fireworks** – No person shall have in his/her possession or ignite any fireworks. (Fireworks shall be defined by the National Fire Protection Association standards.)
14. **Golf** – The playing or practicing of golf is prohibited.
15. **Skateboards** – The use of skateboards is prohibited.
16. **All terrain vehicles** (ATVs), mini-bikes, dirt bikes, trailers, and commercial vehicles (except those making deliveries) are prohibited.
17. **Boot Road Park** – Ball fields located in Boot Road Park are for baseball and softball use only.

WWT FIELD USE PERMIT APPLICATION

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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: Cell phone: _____ Other: _____

Email: _____

Field(s) Requested: (Please complete a separate form for each field requested.)

- 60' Boot Road 90' Boot Road (baseball only)
 Exton Park Multi-Use Field 1 Field 2 Field 3 (See diagram on page 7)

Check Group Type (please refer to "Section E. Reservation Fees" in this Application packet)

- Type 1 Type 2 Type 3

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 indicate your first and second choices for field time below. For example, if your first choice is to have the fields twice per week on Monday and Wednesday at 5:30 PM, then put a "1" in the corresponding boxes.

Please note the time slots below are the only time block options. These blocks have been developed based on past use patterns and allow for the maximum use of the fields by different teams. You may request a maximum of 2 back-to-back time slots for seasonal use.

	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							

WWT FIELD USE PERMIT APPLICATION

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Application Checklist

All organizations requesting field allocation will submit the following to the Administration Department:

1. Field Use Permit Application (pages 1 and 2) with signature
2. 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.)
3. Certificate of Insurance

Email

kpusey@westwhiteland.org
pguralbear@westwhiteland.org

Mailing Address

West Whiteland Township
Administration Dept.
101 Commerce Drive
Exton, PA 19341

Office Hours

Monday-Friday, 8:00am—5:00pm
Phone: 610-363-9525
Fax: 484-875-6010

Agreement

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: _____