

**Athletic Field Rental - Facilities Usage Permit**

Amity Township  
2004 Weavertown Rd  
Douglassville, PA 19518  
Phone 610-689-6000 Fax 610-689-9870

Name of Group or Individual \_\_\_\_\_

Contact Person (if group, title of position) \_\_\_\_\_

Address of Group or Individual \_\_\_\_\_

Contact Number(s): \_\_\_\_\_

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

Facility Requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of Anticipated Guests: \_\_\_\_\_

Check One:  Hold Harmless signed (individuals)

Certificate of Insurance (groups)

**All applicants must read the following paragraph and provide their signature.**

To the best of my knowledge, the completed information is correct. I understand that any misrepresentation of this information may result in the denial and/or cancellation of this permit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Township Use ONLY:**

Fee Collected: \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

Received by: \_\_\_\_\_

## Facility Usage Rules

1. Organizations must supply a roster with the application. The roster must include the following information about EACH player: Name, Age, Street Address, and School District.
2. The roster will be used by Township Staff to make a determination of the organization's affiliation to the Township and Daniel Boone School District as follows:
  - CATEGORY 1** - Township or Daniel Boone School District Affiliates
  - CATEGORY 2** - 50% or more participants are Amity Twp. or DBSD students
  - CATEGORY 3** - Less than 50% of participants are Amity Twp. or DBSD students (Category 1 teams include: School Athletic Teams, DBAA, DBFH, BMF, Amity AC, Township and School District Religious Organizations)
3. **All Organizations** are required to submit application for field use to Amity Township.
4. Once affiliation is determined, organizations deemed to be Category 2 or Category 3 will be notified of the fees, and instructed to complete a facility use application to Daniel Boone School District.
5. **Category 2 and Category 3 Organizations** are required to submit a \$300.00 Security Deposit, Application Fee, and Rental Fee to Amity Township, before a reservation will be held. Security Deposits will be refunded, after inspection of fields, less any fees for damages.
6. The Rental Fee will be determined by affiliation and charged in accordance with the current Fee Schedule, as approved by the Amity Township Board of Supervisors.
7. An Application Fee must be submitted with the request for use of the facility. The Application Fee is set in accordance with the current Fee Schedule as approved by the Amity Township Board of Supervisors. The application fee is non-refundable.
8. A Parking permit will be issued if necessary. This is valid for ONE vehicle. The vehicle must display the parking permit and follow the designated route, parking in designated areas ONLY. No parking on the grass.
9. Any organization renting fields that is NOT part of the Daniel Boone School District athletic programs will be responsible for line painting. This includes affiliate organizations.
10. **REFUNDS:**  
If fields are deemed unplayable due to heavy rain, a full refund of field rental fees will be given.

Refunds of Rental Fees for cancellation for any other reason will be given based upon the following provisions:

<u>Canceled within 28 or more days notice</u>	- 100% refund will be issued
<u>Canceled within 21-27 days of reservation</u>	- 75% refund will be issued
<u>Canceled within 14-20 days of reservation</u>	- 50% refund will be issued
<u>Canceled within 7-13 days of reservation</u>	- 25% refund will be issued
<u>Canceled within 0-6 days of reservation</u>	- NO REFUND

**The Application Fee is non-refundable, regardless of notice given.**

11. Affiliate teams are required to submit their regular field and practice schedules, no later than April 1<sup>st</sup>.
12. Reservations will be considered on a first come-first served basis, after April 1<sup>st</sup> of each year.
13. If you are renting the pavilion, in addition to field(s), the applicant must sign the Pavilion Rental Policy.
14. All permit holders are required to produce a Certificate of Insurance, naming the Township and Daniel Boone School District as "additionally insured".
15. All requests for use of recreational facilities must be submitted by an individual 21 years of age or over, on the appropriate form provided by Amity Township.
16. No permit shall be issued to any individual under the age of 21. The individual to whom the permit is granted shall be jointly and severally liable for all costs, expenses, fees and all property damage and/or personal injury occurring or sustained by any individual in attendance.
17. The authorized individual who signed the permit for use of the facility must be present during the entire period of use.
18. NO alcoholic beverages or illegal drugs are permitted on the park property.
19. Do NOT put bottles in the fencing.
20. Dogs are NOT permitted in the parks.
21. Smoking is NOT allowed anywhere in the park.
22. All activities must be concluded as such time as is required for the group to return the facility to its proper condition and be vacated prior to close of the park.
23. The Township reserves the right to require adequate supervision of all functions involving individuals under 21 years of age. A minimum of one (1) responsible adult, 21 years of age or older, must be present for each twenty (20) individuals in attendance under the age of 21 at all functions. Additional supervision may be required as deemed necessary.
24. Groups are responsible for all areas and content during the entire time of their occupancy. Any unwarranted damage will be the financial responsibility of the group and/or the authorized individual to whom the permit is issued.
25. All organizations using the park area are required to return it to its proper condition prior to leaving.
26. Trash bags must be used to collect trash. Please remove trash and recyclables before leaving the park. For your convenience, dumpsters are located in the rear parking lot at the Municipal Building at 2004 Weavertown Road, Douglassville.
27. At the conclusion of your rental, please check the restrooms. Please text or call 484-256-7148 if the restrooms are out of supplies, need repairs or have been heavily soiled and require cleaning.
28. Special permission by the Township is required to cut into or penetrate with any object parking lots, fields or grounds. If permission is granted, it will be printed on the permit. The applicant signing this application is financially responsible for any and all repairs to restore surfaces to their original conditions.

29. Whenever any conduct or acts of individuals or group is determined to be in violation of the rules governing the use of this facility or in violation or any statutes, ordinances, or regulations of the Commonwealth of Pennsylvania or the Township of Amity, the deviant group's privilege to use the facility will be terminated immediately, and they will be expelled from Township property. In addition to expulsion, the Amity Township Police Department may arrest and detain any individual(s) or issue citation(s) of such violations previously noted.
30. In case of emergencies regarding the use of the facilities, during business hours of 8:00am-4:30pm, Monday through Friday, please call the Township office at 610-689-6000. After hour emergencies regarding use of the facilities, please text or call the Public Works Maintenance Superintendent at 484-256-7148.
31. You will be notified the week of your event, when your permit(s) are ready.
32. NO parking on private property and/or anywhere "No Parking" signs are posted.

I understand and agree to comply with these terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (and title, if part of an organization)

**SPORTS FIELD USE FEE SCHEDULE  
and  
GUIDELINES GOVERNING USE OF RECREATIONAL  
FACILITIES**

**It is the desire of the Amity Township Board of Supervisors to make Township Recreational Facilities available for use by the citizens of Amity Township, when such use is NOT in conflict with existing licenses and contracts. This policy has been designed to maximize the recreational return on the community investment in Amity Township Recreational Facilities. Requests to use Township facilities must be made 30 days prior to date of the use. Requests for fields will be considered AFTER MARCH 31st, at which time, all affiliate teams should have supplied their regular season's schedules.**

**Requests will be evaluated on the following basis:**

**RELATIONSHIP OF THE ORGANIZATION TO THE TOWNSHIP**

**Township Staff will determine the level of affiliation to the Township and Daniel Boone School District by Roster. Any organization that is NOT a Category 1, must submit a Roster. The Roster should include: Player's Name, Age, Street Address, and School District.**

**ATHLETIC FIELDS AND COURTS – FEE SCHEDULE**

**Category 1**

No charge for field use for games or tournaments. No security deposit required.

**Category 2**

Tournaments only \$250.00/per field, per day + \$300.00 security deposit.

All unlit athletic fields and courts (non-tournament) \$10.00/hour

All lighted athletic fields and courts (non-tournament) \$20.00/hour

**Category 3**

Tournaments only \$500.00/per field, per day + \$300.00 security deposit

All unlit athletic fields and courts (non-tournament) \$15.00/hour

All lighted athletic fields and courts (non-tournament) \$25.00/hour

**A \$30.00 non-refundable application fee is due when application is submitted.**

**Category 2 and Category 3 Organizations will be charged a \$300.00 Security Deposit. Security deposits are refunded after inspection of fields, less fees for any damages incurred.**

**THE FEES ABOVE DO NOT INCLUDE AMOUNTS CHARGED WHEN ANY ADDITIONAL TOWNSHIP PERSONNEL ARE REQUIRED. THE MANAGER OR HIS/HER DESIGNEE WILL DETERMINE IF SPECIAL EMPLOYEES ARE NEEDED. CHARGES FOR THESE EMPLOYEES WOULD BE BASED ON THE TOWNSHIP'S FEE SCHEDULE.**

# **AMITY TOWNSHIP**

## **VOLUNTEER SCREENING AND**

## **BACKGROUND POLICY**

- I.** **Intent** – It is the intent of this policy to require adults scheduling events involving minors using any Amity Township Facility to secure criminal background checks.
- II.** **Purpose** – to assure that organized groups using Amity Township Facilities are screening volunteers and excluding those persons having a criminal history.
- III.** **Statement** – Criminal background screening on volunteers and coaches can be conducted by an outside third party which specializes in such work, and overseen (in specific instances) by a screening committee, within the organization.

Any volunteer, manager or coaching candidate, including assistant coaches, must submit a current background check (State Police and Child Abuse at minimum from within a 12-month window) completed in good standing. Background checks will be examined by the Officers, or the Designated Committee of the Applicant Organization. For the purpose of compliance with the Township's application, the designated Committee representative or designated official shall certify ***by completing the Certification of Compliance below***, subject to Notary Verification, on the application that successful determinations on the clearances of coaching candidates has been completed. based on their review of the checks and history as heretofore cited. Further, that any applicant, who has been declined, has been removed from the participating staff.

- IV.** **Definition of a "Coach"**— Amity Township recognizes a "Coach" as any person who leads and instructs players within the Association at practices and/or games – or portions of practices and/or games for any sports team that requests to use Amity Township's Facilities. **ALL COACHES ACCORDING TO THIS DEFINITION ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK WITH NO EXCEPTIONS!!**

- V. Amity Township expects if information surfaces via the background check, the Screening Committee or Appointed Designee shall review such background check information to determine whether the candidate is eligible to coach within their organization. The Township will require a blanket certification that all coaches are compliant with the standard set forth below. In the event of any question, the Township reserves the right to review the clearance form(s) in question and make the final determination. Until such determination has been reached, the coach shall not participate in any team activity that takes place on an Amity Township Facility.**

**Reasons for being declined the opportunity to coach are noted below as part of this policy. In some instances, factors of time may be taken into account when considering coaching eligibility (i.e. length of time since the disposition of certain offenses).**

**A decision may be appealed to the Township Manager, for the purpose of clarifying facts or explaining extenuating circumstances.**

**No criminal history record information will be submitted to the Township unless specifically requested by an appellant, or in the case of an appeal. Any criminal history information submitted will be returned at the conclusion of the appeal.**

**In order to participate on any organized activity using Township Facilities, all coaches are required to notify their Organization immediately following an arrest or conviction of any of the listed offenses. Any coach, who while coaching for a team is arrested for a listed offense, will immediately forfeit his/her, coaching eligibility until disposition by the courts. A conviction of an offense on the list will result in termination of coaching eligibility as stated in the policy.**

**No person shall be permitted to be a coach, manager or volunteer of an organization, team or group that uses any Amity Township Facility where a report of criminal history record reveals that the individual has been convicted of any of the following offenses under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:**

- Section 908 (relating to prohibited offensive weapons)**
- Section 912 (relating to possession of weapons on school property)**
- Chapter 25 (relating to criminal homicide)**
- Section 2702 (relating to aggravated assault)**
- Section 2705 (relating to recklessly endangering another person)**
- Section 2706 (relating to terroristic threats)**
- Section 2709.1 (relating to stalking)**

- Section 2901 (relating to kidnapping)**
- Section 2902 (relating to unlawful restraint)**
- Section 2910 (relating to luring a child into a motor vehicle or structure)**
- Section 3121 (relating to rape)**
- Section 3122.1 (relating to statutory sexual assault)**
- Section 3123 (relating to involuntary deviate sexual intercourse)**
- Section 3124.1 (relating to sexual assault)**
- Section 3124.2 (relating to institutional sexual assault)**
- Section 3125 (relating to aggravated indecent assault)**
- Section 3126 (relating to indecent assault)**
- Section 3127 (relating to indecent exposure)**
- Section 3129 (relating to sexual intercourse with animal)**
- Section 3301 (relating to arson and related offenses)**
- Section 3307 (relating to institutional vandalism) when the penalty is a misdemeanor of the second degree or a felony of the third degree**
- Section 3502 (relating to burglary)**
- Chapter 39 (relating to theft and related offenses)**
- Section 4302 (relating to incest)**
- Section 4303 (relating to concealing death of child)**
- Section 4304 (relating to endangering welfare of children)**
- Section 4305 (relating to dealing in infant children)**
- Section 5501 (Relating to riot)**
  - A felony offense under section 5902(b) (relating to prostitution and related offenses)**
- Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)**
- Section 6110.1 (relating to possession of firearm by minor)**
- Section 6301(a)(1) (relating to corruption of minors)**
- Section 6312 (relating to sexual abuse of children)**
- Section 6318 (relating to unlawful contact with minor)**
- Section 6319 (relating to solicitation of minors to traffic drugs)**
- Section 6320 (relating to sexual exploitation of children)**

**In addition, no person shall be permitted to be a coach, manager or volunteer of an organization, team or group that uses any Amity Township Facility where a report of criminal history record reveals that the individual has been convicted of any of the following offenses:**

**An offense designated as a felony under the "Controlled Substance, Drug, Device and Cosmetic Act Theft\***

**\*Eligibility dependent upon the severity and length of time since offense occurred.**



**All criminal background checks shall be performed in accordance with Act 34 of 1985, Act 151 of 1994 and Act 24 of 2011. Background checks shall be performed annually or semiannually.**

## Certification of Compliance

On this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me,  
the undersigned officer personally appeared \_\_\_\_\_,  
(Name)  
who being duly sworn according to law, deposed and states that he/she is the  
\_\_\_\_\_  
(Person's Title or Position) of \_\_\_\_\_,  
(Name of Organization)  
which is the organization that will be using facilities within Amity  
Township, and so states that they have complied with all requirements and  
policies of the Facility Usage Permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_