

## **Swatara Township Parks and Recreation Facilities Policy**

### Chapter 1: Authority

- 1.1.1 The authority to make and enforce the rules of Swatara Township Parks and associated facilities is granted through township Ordinance Number 1975-4 (Chapter 16, Part 1, of the 1990 Code). Chapter 203, Parks & Recreation Areas.
- 1.2.1 The intent and purpose of these regulations is to insure the preservation of public park lands, recreation facilities and conservation areas of Swatara Township, to regulate activities within these areas consistent with the enjoyment of unspoiled natural settings of park facilities and to prevent nuisances arising out of the use of such public park lands, recreation facilities and conservation areas.

### Chapter 2: Hours of Operation

- 2.1.1 The Board of Commissioners shall determine the hours during which recreation and park areas shall be open to the public.
- 2.2.1 In the event of hazardous conditions endangering life or property, any township park or facility may be closed at the discretion of the Township Administrator, Assistant Administrator, or his/her designee.
- 2.3.1 Persons found on park property after the park is closed are subject to trespassing provisions under the Pennsylvania Crimes Code and Vehicle Code.

### Chapter 3: Permits and Fees

- 3.1.1 Scheduled use of park facilities including, but not limited to, organized and unorganized instruction, exhibition, competition, or demonstration may require a Facilities Use Permit prior to such events being conducted.
- 3.2.1 Facilities Use Permit Applications may be obtained at the Swatara Township Municipal Building located at 599 Eisenhower Blvd., Harrisburg, PA. or phone (717) 564-2551. The Application will also be available on the Swatara Township website at [www.swataratwp.com](http://www.swataratwp.com) See attached application.
- 3.2.2 Permit applications will be kept in a binder in a central location at the reception desk in the lobby of the township building. Once the event is completed, the application is filed at the reception desk.
- 3.2.3 Swatara Township reserves the right to deny an application for a facility use permit if, in the opinion of the Township, the health, safety and welfare of the public is endangered. If the entire application is not denied, Swatara Township reserves the right to deny or approve certain activities requested by the user.
- 3.3.1 Private groups or individuals requesting reserved exclusive use of park facilities may be subject to a reservation or rental fee.

- 3.4.1 A refundable restroom key deposit of \$75 will be charged for each private group or individual who wishes to reserve or rent a park facility, pavilion, or field. The \$75 fee will be refunded upon return of the restroom key as long as the key is returned within 48 hours of completion of reservation or rental period.
- 3.5.1 Non-residents of Swatara Township will be charged a NON-REFUNDABLE fee of \$100 for reservation or rental of any Swatara Township park, pavilion, field, or other facility. This fee is in addition to the \$75 key deposit per Section 3.4.1. Non-residents in this section of the policy refers to private individuals or family groups desiring to utilize a field or facility for recreational, not for profit reasons. Professional or business organizations that operate for pecuniary gain will be charged a minimum non-refundable rental fee of \$150 per day per field or facility. See 3.7.1 below. Fees for non-profit organizations will be determined on a case by case basis depending upon the reason for use.
- 3.5.2 Swatara Township residents requesting use of a park, field, or facility will not be assessed a rental fee for that use unless that use involves a personal pecuniary gain. A key deposit as per Section 3.4.1 above is still required as is damage responsibility per Section 3.8.1 below.
- 3.6.1 Organized sports groups who reserve fields are issued restroom keys for the duration of their season. Failure to return the issued restroom key(s) within the specified time period listed on the Sports Association permit application will result in a fee of \$125 per key. See attached application.
- 3.7.1 Professional or business organizations reserving fields or facilities for pecuniary gain will be charged a minimum non-refundable rental fee of \$150 per day per field or facility. This is in addition to the \$75 refundable restroom key deposit per Section 3.4.1.
- 3.8.1 Damage Fees will be assessed to the renter of record on the Permit Application Form for actual costs, including staff time, for repair, replacement, or damage to Township property, facilities or equipment caused by attendees of the event.
- 3.9.1 Approved users of parks and facilities will be provided a copy of the signed permit application from the Township. Users will also be provided a copy of Swatara Township Parks and Facilities Rules of Use. See attached form. The signed permit and rules form should be maintained by the user or group contact during the time of the event at the park or facility.

#### Chapter 4: Insurance

- 4.1.1 Organized sports groups and professional or business organizations must provide liability insurance coverage at a minimum amount of \$1,000,000. (one million dollars).

- 4.1.2 All insurance certificates shall be originals and list Swatara Township as an Additional Insured. All certificates must be signed by a licensed insurance broker or insurance company representative. Sub limits shall not be less than the per occurrence limit amount required.
- 4.1.3 Insurance certificates must be received in the Swatara Township building Administration Department prior to the close of the last business day before the first date of park, field, or facility use requested by the organization or group's first event. Failure to provide the insurance certificate automatically voids the approved, permitted use of the park, field, or facility by the requesting individual or group.

## Chapter 5: Park Rules and Regulations

5.1.1 The following rules and regulations are to be observed by all users of the Swatara Township Parks and associated facilities. Observation of these rules and regulations will help to preserve and maintain the longevity and usefulness of the parks, facilities, and associated equipment. Care of these items along with expected, proper, civil behavior will allow all users of these facilities to enjoy the setting and prevent nuisances. Attached as handout to renters of facilities.

- No vandalism or defacing of property
- No gambling
- No fighting
- No alcoholic beverages
- No littering
- No fireworks
- No bicycles on fields or playgrounds
- No profane language
- No disorderly or disruptive behavior
- No hanging on basketball hoops
- No weapons
- All animals must be kept on a 6 foot leash
- All animal waste must be cleaned up by the owner of the animal or person in control of the animal
- No merchandising, sales, or display of items for sale (unless they are concessions, fundraisers, etc. for organized sports organizations or otherwise approved by Board of Commissioners, Administrator, Assistant Administrator or his/her designee).
- No posting, pasting, fastening, painting, writing, drawing, carving, tacking, or affixing any placard, bill, notice, sign, advertisement, or any inscription whatsoever upon any structure, tree, stone, fence, thing or enclosure within any recreation, park or conservation area, or on any public lands, highway or roads adjacent to any recreation, park, or conservation area, except that the Administrator or Assistant Administrator may place or direct to be placed any informational signs within such areas.
- No motor vehicles except on designated areas

- No smoking, carting, or holding a lighted cigar, cigarette, pipe or other lighted smoking device
- No hunting
- No open fires without written permission of the township Fire Marshal

## Chapter 6: Designated Parks and Recreation Facilities

6.1.1 The following are currently designated parks and recreation facilities under the control and direction of Swatara Township:

- Berard Memorial Park at Spring Hill on Pine Ridge Drive
- Bishop Park on Hanshue Street
- Bumps Randolph Park on Sue Drive
- Clown Park on Kaylor Drive
- Crest Park on Canyon Road
- Enhaut Park on Second Street
- Field of Dreams on Keckler Road
- Horner Park on South Harrisburg Street
- Lenker Manor I (Taylor Park) on Brisban Street/Lenker Road
- Lenker Manor II on Brisban Street
- Long Park on 65<sup>th</sup> Street
- Margie McNaughton Park on Chatham Glenn Way North
- McNaughton Family Park on Route 322, Paxton Street
- Plesic Park on Center Street
- Schiavoni Park on Bridge Road
- Vanatta Park on South 49<sup>th</sup> Street

Other parks and recreation facilities may be developed and upon their acceptance by the Township may become part of this designated list.

**Swatara Township Parks and Recreation Facilities Permitted Use Application**

**PLEASE PRINT CLEARLY**

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Contact Person (if different from applicant): \_\_\_\_\_

Telephone of Contact Person (if different from applicant): \_\_\_\_\_

Park or Facility Requested: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

**IMPORTANT! READ CAREFULLY!**

A refundable **restroom key deposit of \$75** will be charged for each private group or individual who wishes to reserve or rent a park facility, pavilion, or field. The \$75 fee will be refunded upon return of the restroom key as long as the key is returned within 48 hours of completion of reservation or rental period.

**Swatara Township residents** requesting use of a park, field, or facility will not be assessed a rental fee for that use unless that use involves a personal pecuniary gain. Proof of residency is required.

**Non-residents** of Swatara Township will be charged a **NON-REFUNDABLE** fee of \$100 for reservation or rental of any Swatara Township park, pavilion, field, or other facility. This fee is in addition to the \$75 key deposit. **Professional/business groups** renting for pecuniary gain are assessed a minimum \$150 per field/per day.

Damage Fees will be assessed to the renter of record on the Permit Application Form for actual costs, including staff time, for repair, replacement, or damage to Township property, facilities or equipment caused by attendees of the event.

A copy of the renter's valid driver's license or photo identification card is required at the time of application for proof of residency.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>OFFICE USE ONLY:</b></p> <p>RESTROOM KEY DEPOSIT PAID \$ _____ RENTAL FEE PAID \$ _____ CHECK # _____ CASH _____</p> <p>RESTRICTIONS ON USE: _____</p> <p>_____</p> <p>STAFF SIGNATURE: _____ APPROVED/DENIED(circle one) DATE: _____</p> <p>DATE KEY RETURNED: _____ DATE DEPOSIT REFUNDED _____</p> <p>STAFF SIGNATURE: _____</p>
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**Swatara Township Sports/Athletics Association Permit Application-Key Signature Form**

**PLEASE PRINT CLEARLY**

**Organization Name:** \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_

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

**Telephone (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_ **(Email)** \_\_\_\_\_

**Alternate Contact Person Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Park/Facility Requested:** \_\_\_\_\_

**Dates Requested:** From \_\_\_\_\_ To \_\_\_\_\_

**IMPORTANT! READ CAREFULLY!**

All teams, organizations, leagues, associations, etc. are to assume FULL RESPONSIBILITY and make any restitution for any damage to Swatara Township property or surrounding areas attributed to them. Damage Fees will be assessed to the renter of record on the Permit Application Form for actual costs, including staff time, for repair, replacement, or damage to Township property, facilities or equipment caused by attendees of the event.

Restroom keys will be issued to the contact person or alternate of the requesting organization. The person signing for the restroom key, on behalf of the organization, will be responsible for the key to be returned within two weeks of the conclusion of the season. A minimum fee of **\$125.00** will be charged to the signer/organization for **ANY** restroom keys not returned to Swatara Township Administration.

Liability insurance coverage for a minimum of \$1 million (\$1,000,000) must be provided to the Swatara Township Administration Department prior to the close of the last business day before the first date of field or facility use. All insurance certificates shall be originals and list Swatara Township as Additional Insured. Sub limits shall not be less than the per occurrence limit required. Failure to provide the insurance certificate will void the permit application and deny the organization use of the field(s).

All organizations, associations and teams are responsible for the maintenance of fields and play areas. This includes raking and dragging of baseball fields, picking up all trash with proper disposal, and ensuring that vehicle parking occurs ONLY on approved lots or areas. The Swatara Township Police Department may ticket any violators. The township Parks and Recreation Department will mow fields.

**FIELD / FACILITY USE APPROVED BY:** \_\_\_\_\_

**ISSUED KEY NUMBER(S)    FACILITY LOCATION    SIGNATURE OF REPRESENTATIVE**

\_\_\_\_\_

Use Back of Form if Additional Keys are Needed

**KEY(S) DUE BACK to Swatara Township Administration by:** \_\_\_\_\_

Swatara Township Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Key(s) Returned: Yes / No Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS FORM MUST BE PRESENTED UPON REQUEST IN ORDER TO USE ANY OF THE FACILITIES UNDER THE JURISDICTION OF SWATARA TOWNSHIP**

## **SWATARA TOWNSHIP PARKS AND FACILITIES RULES OF USE**

The following rules and regulations are to be observed by all users of Swatara Township Parks and associated facilities. Observations of these rules and regulations will help preserve and maintain the longevity and usefulness of the parks, facilities, and associated equipment. Care of these items along with proper civil behavior will allow all users of these facilities to enjoy the setting and prevent nuisances.

- No vandalism or defacing of property
- No gambling
- No fighting
- No alcoholic beverages
- No littering
- No fireworks
- No bicycles on fields or playgrounds
- No profane language
- No disorderly or disruptive behavior
- No hanging on basketball hoops
- No weapons
- All animals must be kept on a 6 foot leash
- All animal waste must be cleaned up by the owner of the animal or person in control of the animal
- No merchandising, sales, or display of items for sale (unless they are concessions, fundraisers, etc. for organized sports organizations or otherwise approved by Board of Commissioners, Administrator, Assistant Administrator or his/her designee)
- No posting, pasting, fastening, painting, writing, drawing, carving, tacking, or affixing any placard, bill, notice, sign, advertisement, or any inscription whatsoever upon any structure, tree, stone, fence, thing or enclosure within any recreation, park or conservation area, or on any public lands, highway or roads adjacent to any recreation, park, or conservation area, except that the Administrator or Assistant Administrator may place or direct to be placed any informational signs within such areas.
- No motor vehicles except on designated areas
- No smoking, carting, or holding a lighted cigar, cigarette, pipe or other lighted smoking device
- No hunting
- No open fires without written permission of the township Fire Marshal

**VIOLATION OF ANY OF THESE RULES MAY RESULT IN EXPULSION FROM THE PARK OR FACILITY, CRIMINAL PROSECUTION, AND / OR POTENTIAL LOSS OF FUTURE PRIVILEGE TO USE SWATARA TOWNSHIP PARKS OR RECREATION FACILITIES.**