



NORTHAMPTON TOWNSHIP PARKS AND RECREATION INDOOR RECREATION FACILITY USE APPLICATION PROCEDURE

It is the responsibility of the Parks and Recreation Board to govern and fairly assign use of the facilities. It is the goal of this Board to see that the needs of the Northampton Community are met. Facilities are available for use by community organizations, individuals, and businesses. Activities operated by/for Northampton Township and Northampton Township organizations/residents have priority use of all facilities.

Recreation facilities are limited. Therefore use without a permit cannot be guaranteed. Requests for use of a recreation facility must be made in writing using the appropriate Facility Use Application.

Residents may submit a Facility Use Application at any time. Non-residents or out of township businesses and organizations can submit an application three (3) months in advance of the requested use. Consideration may be delayed based on Parks and Recreation program scheduling. No person under the age of eighteen (18) years shall be issued a permit for the use of facilities.

Requirements:

1. Facility Use Applications can be obtained at the Northampton Township Parks and Recreation Office, 55 Township Road, Richboro, PA 18954 or on line at www.northamptonrec.com.
2. Submit completed Indoor Recreation Facility Use Application along with Non-Refundable Deposit payable by cash, check or credit card. Upon approval, the deposit will be applied to the Use Fee. Phone requests will not be accepted.
3. No later than 21 calendar days prior to use, submit:
 - a. A Certificate of Liability Insurance in the amount of \$100,000 per person/\$300,000 per accident-bodily liability and \$100,000 for property damage naming Northampton Township as an additional insured and certificate holder. For individual renters (meaning those with no business affiliation), a Homeowners Insurance Declaration Page will be acceptable.
 - b. Use Fee (less deposit) and all additional fees payable by cash, check or credit card.
 - c. A separate Refundable Security Deposit(s), payable by check only, for facility and equipment, if applicable. The Security Deposit will be returned upon satisfactory inspection of rented facility and/or equipment when no damages are found or reported.
4. Rental will be scheduled based on rental intervals specified on the Fee Schedule, i.e. one or two hour intervals and **must include time required for set up and clean up**.
5. A Parks and Recreation staff member is required to be on site during facility rentals, additional fees may apply. Other Township staff, including Police may be required, additional fees will apply.
6. All fees are due no later than 21 calendar days prior to use. Final permit will not be issued until all fees are paid and all requirements are met. If an additional application for the same date is received prior to receipt of full payment, consideration will be given to the subsequent application.

Fees:

All fees are in accordance with the Northampton Township Parks and Recreation Fee Schedule – Indoor Recreation Facility (Single and Multiple Use).

Responsibilities:

The holder of any permit issued by the Parks and Recreation Department shall be held responsible for the actions and conduct of all persons including players/participants and spectators using the facility under his/her permit.

Facilities and equipment must be left in a clean and orderly condition. Failure to do so will result in forfeiture of security deposit and if needed, additional charges based on time and material required to return the area to pre-use condition will apply. Fees may vary according to replacement costs.

Cancellation:

If the applicant notifies the Parks and Recreation Department of cancellation of the reserved date:

- More than 21 calendar days of the rental, a refund of all monies will be made to the applicant.
- Between 7 and 20 calendar days of the rental, a refund of all monies except the non-refundable deposit will be made to the applicant; the option of rescheduling will be available or an account credit for the amount of the deposit may be issued.
- Refunds may take up to eight (8) weeks to process
- Between 6 calendar days and the date of the rental, no money will be refunded. A credit for the amount paid, less the non-refundable deposit, may be issued.
- Issued credit may be redeemed for future rentals, Township Parks and Rec programs, activities, trips, events or ticket purchases.

If submitting an application less than 21 calendar days prior to rental date, deposit and all fees must be submitted with application.

Any permit issued by the Department may be revoked at any time for violations of the Field and Facility Use Policy, Field and Facility Rules and Regulations, Accreditation of User Groups, Parks and Recreation Fee Schedule and/or the Code of the Township of Northampton and no money will be refunded.

In the event use of the facility is cancelled by the Township for any reason other than violations as described above, and at any time prior to use, all fees including the deposit will be refunded.

The Parks and Recreation Board reserves the right to refuse any application, revoke any approval of accepted application and/or cancel the proposed event which has been previously approved.