



**NORTHAMPTON TOWNSHIP PARKS AND RECREATION
PARK FACILITY USE APPLICATION**

Return completed application to: **Northampton Township Parks and Recreation
55 Township Road, Richboro, PA 18954**

One application for each facility requested per season must be completed. Be sure to include the specific park and field/court.
(i.e. Civic Center 1, Civic Center 2, Big Meadow, Hampton Estates, Pheasant Run, Municipal Park)

GENERAL INFORMATION

Organization/League/Team/Group _____

Applicant's Name _____

(Applicant is the contact person responsible for the requested facility. If this person is different than the person who will be the contact person during use or who needs to be notified in the event of any changes or concerns once approval is granted please provide contact information below).

Street Address _____ City _____

State _____ Zip _____ E-mail Address _____

Phone # (Home) _____ (Work) _____ (Cell) _____

Contact Person _____ Phone # _____

FACILITY/FIELD BEING REQUESTED *(if unsure please discuss with Parks and Rec Representative)*

PROPOSED USE FOR FACILITY/FIELD BEING REQUESTED

Estimated number of people attending: _____

DAY, DATE, TIMES REQUESTED

Single Event Requested

Multiple Use Requested

Season Requested (League Use Only): Spring/Summer March 15 – July 31 OR Fall/Winter Aug 1 – Dec 31

Day(s) / Time(s):	<input type="checkbox"/> Monday	Time from _____ to _____	<input type="checkbox"/> Tuesday	Time from _____ to _____
	<input type="checkbox"/> Wednesday	Time from _____ to _____	<input type="checkbox"/> Thursday	Time from _____ to _____
	<input type="checkbox"/> Friday	Time from _____ to _____	<input type="checkbox"/> Saturday	Time from _____ to _____
	<input type="checkbox"/> Sunday	Time from _____ to _____		

Date(s) from _____ to _____ Exceptions: _____

The applicant/group agrees to abide by all Northampton Township Parks & Recreation rules and regulations. The applicant/group further agrees to leave the site in a clean and orderly condition after use. Full responsibility for any damage to property or persons is assumed by the undersigned as an agent for the sponsor of the event or use. The Township of Northampton, its officials, employees, agents, and volunteers shall be saved harmless from any claim and/or liability hereby arising out of, or in connection with the function activities and uses of requested premises. I have read and received the Northampton Township Parks and Recreation Field and Facility Use Policy and the Rules and Regulations relating to the use of its facilities and equipment and accept the responsibility for meeting the requirements stated therein.

Signature of Applicant _____ Date _____

Status in Organization _____

REQUIRED FINAL PERMIT WILL NOT BE ISSUED UNTIL ALL FEES ARE PAID

- Certificate of Insurance** naming Northampton Township as an additional insured and certificate holder _____
- Non-Refundable Facility Use Application Fee:** Payable by Cash, Check or Credit Card \$ _____
- Fees:** Payable by Cash, Check or Credit Card: Roster Fee \$ _____ Use Fee \$ _____ Rain Date Fee \$ _____
Light Usage Fee \$ _____ Electric Usage Fee \$ _____ Equipment Rental Fee \$ _____
Private Tent Authorization Fee \$ _____ Special Field Prep Fee \$ _____
Parks and Rec Staff Fee \$ _____ Other Township Staff Fee \$ _____
- Separate Refundable Security Deposit:** Payable by check only.
Facility Security Deposit \$ _____ Equipment Usage Security Deposit \$ _____

TO BE COMPLETED BY Parks & Rec

Date Application Received _____

Approved Approved with Changes _____

Not Approved/Reason _____

Parks and Rec Signature

PERMIT:

TO BE COMPLETED BY Parks & Rec

AREA REQUESTED: *MULTIPLE USE OF PICNIC PAVILION(S) CANNOT BE REQUESTED ON THIS APPLICATION. A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH USE (EVENT) OF PICNIC PAVILION(S).*

- CC1 – 60 Little League CC1 – 90 Baseball CC1 Softball Field Tennis Court # _____
- CC2 – 60 Little League CC2 – 90 Baseball CC2 Softball Field Basketball Court # _____
- CC2 Soccer Field # _____ Basin _____ Track _____ Football _____
- Other (specify) _____

INSURANCE: *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE*

- Certificate of Insurance naming Northampton Township as an additional insured and certificate holder
- Current Homeowners Policy Declaration Page

FEES: (Cash, Check or Credit Card)

- Roster Fee \$ _____ *DUE NO LATER THAN THE START OF THE SEASON*
- Non Refundable Application Fee \$ _____ *DUE WITH APPLICATION*
- Facility Use Fee \$ _____ *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE*

ADDITIONAL FEES: (Cash, Check or Credit Card) DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE

- Rain Date Fee \$ _____
- Light Usage Fee \$ _____
- Electric Usage Fee \$ _____
- Equipment Rental Fee \$ _____
- Private Tent Authorization Fee \$ _____
- Special Field Prep Fee \$ _____
- Parks & Rec Staff Fee \$ _____
- Other Staff Fee \$ _____

SECURITY DEPOSITS: (Check Only) DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE

- Facility Security Deposit Fee: \$ _____
- Equipment Security Deposit Fee: \$ _____

Received By _____

Receipt # _____

Date _____

Discussed with Accredited Sports Group(s) N/A _____

Notes:

Parks and Rec Signature

Date