

# PLAINFIELD TOWNSHIP PARKS & RECREATION

## RESERVATION FORM

6292 Sullivan Trail, Nazareth, PA 18064  
Phone 610-759-6944 Fax 610-759-1999



CERTIFICATE OF INSURANCE REQUIRED.

RESERVATION FEE REQUIRED.

**\$50 REFUNDABLE SECURITY DEPOSIT REQUIRED (\*\*SEPARATE CHECK\*\*)**

MAKE BOTH CHECKS PAYABLE TO PLAINFIELD TOWNSHIP.

### COMMERICAL USE

ORGANIZATION NAME

ORGANIZATION ADDRESS

AUTHORIZED CONTACT

PHONE

EMAIL

FUNCTION TYPE

RENTAL DATES & TIMES

#### REQUESTED PARK RENTAL

MUNICIPAL:  Baseball Field  Soccer Field  Tennis Court  Basketball Court  
COMMUNITY:  Jr Baseball  Sr Baseball  Soccer

#### Fields & Courts:

1-20 participants  Day Rate (\$50)  Week Rate (\$150)  
21-40 participants  Day Rate (\$150)  Week Rate (\$300)  
41+ participants  Day Rate (\$200)  Week Rate (\$500) *Only available for Soccer*  
Additional Fields (each)  Day Rate (\$50)  Week Rate (\$150)

#### Add-On:

Pavilion  Day Rate (\$25)  Week Rate (\$75)  
Lined Soccer Field  Per Field (\$50) (one lining per week) *Soccer fields may ONLY be done by the Township*  
Lined Baseball Paths  Per Field (\$25) (one lining per week) *Baseball paths MAY be lined by user*

**TOTAL \$**

A confirmation of registered participants may be requested at any time by Plainfield Township to verify final numbers and determine extra costs using the above fee structures.

#### RENTAL FEE

The rental fee(s) are NON-REFUNDABLE.

#### SECURITY DEPOSIT

The \$50 REFUNDABLE security deposit will be collected in addition to the rental fees for each property rental. Upon inspection of the facility after the last day of the rental, if no damage is noted, the security deposit will be refunded.

#### FOR OFFICE USE ONLY

TODAY'S DATE

AUTHORIZED BY

FEE RECEIVED \$

CASH / CHECK

**CERTIFICATE OF INSURANCE REQUIREMENTS**

**An original certificate of insurance certifying below coverage must be included with application.**

The insurance must be written by a reputable insurance carrier maintaining an A.M. Best Rating of at least an "A" and licensed to do business in the Commonwealth of Pennsylvania. A minimum of thirty (30) days' written notice of cancellation or reduction in insurance coverage must be provided to Plainfield Township.

Your Certificate of Insurance must include:

- \* Insured: Must list the name of the League/Organization
- \* Coverage type and limits of the policy
  - \*\* *REQUIRED: Commercial General Liability Insurance in the amount of \$1 million (\$1,000,000) each occurrence combined single limit for bodily injury and property damage liabilities and \$2 million (\$2,000,000) in the aggregate. Plainfield Township must be named as "Additional Insured" at 6292 Sullivan Trail, Nazareth, PA 18064.*
- \* League/Organization Contact name(s)
  - \*\* *Must match the name listed as the authorized contact above.*
  - \*\* *Reservations are **only** accepted from the league/organization contact person. If there is a change of authorized person, an updated insurance policy must be submitted before any new reservations can be made.*
- \* Address
- \* Specific date(s) and location(s) of the event must be clearly stated on the certificate for one-time events.

**CLOSURE POLICY**

- \* Recreation closures may be determined by Plainfield Township at any time as conditions change. Use of the property is under the authority of Plainfield Township, and the decision to close is at the sole discretion of representatives of Plainfield Township.
- \* Plainfield Township will attempt to make closing decisions and notify the authorized contact by 12:00 PM on weekdays and by late Friday afternoons prior to the weekend. Plainfield Township reserves the right to close recreation properties, with or without prior notice, in the best interests of Plainfield Township.
- \* Closing/ opening notices shall remain in effect until an updated notice is received. Notices may not be sent on a regular basis.
- \* Penalties for violation include, but are not limited to, suspension and/or revocation of future use without refund.

**CLOSURE NOTIFICATIONS**

- \* If a recreation property, in whole or part, requires closure, Plainfield Township will notify the authorized contact listed above via email or phone.

**INDEMNIFICATION**

In consideration of the permission by Plainfield Township to use the recreation properties including fields, courts and pavilions, the undersigned hereby agrees to protect, indemnify, hold harmless and defend Plainfield Township from and against all damages, claims, demands, and losses to Plainfield Township arising from or as a result of the acts, omissions, or both, of the undersigned, any organization he or she represents, and of any guest or invitees using the park facilities in Plainfield Township pursuant to this application of use.

**POLICE INTERVENTION**

**\*\*\* POLICE INTERVENTION WILL RESULT IN THE REVOCATION OF PERMISSION & DEPOSIT\*\*\***

Please note that Plainfield Township reserves the right to assess an additional fee for damages that occur outside of the scope of the security deposit. Renters agree to be held financially liable for any and all damages or instances of vandalism that occur on Plainfield Township properties as a direct or indirect result of their usage of the property during the specified rental period. Plainfield Township will pursue all civil/criminal charges and seek restitution as applicable. This provision is applicable to all guests and invitees of the renter and any organization that he or she represents.

**FACILITY USE GUIDELINES, RULES, AND ORDINANCES**

Authorized Contact's signature below denotes understanding of the Guidelines, Rules and Ordinances (including the above referenced Closure Policy) related to the use of Plainfield Township properties. The signee(s) below are authorized to sign on behalf of the organization(s) they are representing. Failure to adhere to the Guidelines, Rules and Ordinances related to the use of Plainfield Township properties shall result in the possible suspension of or revocation of this Field Use authorization.

TODAY'S DATE

PRINTED NAME

SIGNATURE