



P.O. Box 1, Pocopson PA 19366
Office: 610.793.2151 Fax: 610.793.1944
www.pocopson.org

Pocopson Township Parks Department Facility Reservation Request

Name of Applicant or Group Name: _____
(Groups must provide contact information for at least two people as noted below.)

Group Name #1 (if applicable) _____

Address: _____

Telephone (cell) _____ (work) _____

Email: _____

Group Name #2 (if applicable) _____

Address: _____

Telephone (cell) _____ (work) _____

Email: _____

FACILITY REQUESTED: _____ ball field _____ soccer field _____ tennis court
_____ basketball court _____ volleyball court _____ pavilion

DATE (attach list for multiple dates/times): _____

HOURS: _____ PURPOSE: _____

SPECIAL REQUESTS (if applicable): _____

of participants _____ # of adults _____ age range of children _____

Are participants charged a fee? _____ yes _____ no If yes, how much? \$ _____

I (We) assume full responsibility for any damages to Township equipment and/or property that occur as a result of the requested use. Furthermore, I (We) understand that Pocopson Township, its staff, and members of the Parks Department will not be held liable for any injury

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or damage which may occur to me, my guests, and/or members of the above-named organization and our property during our requested use of the facility. I (We) understand that a Certificate of Insurance naming Pocopson Township, its agents, servants and employees as additional insured is required with this reservation request.

SIGNED: _____ DATE: _____

TITLE: _____

FOR YOUTH ORGANIZATIONS ONLY

Is the organization a youth organization? _____yes _____ no

Do all of the organization's adult volunteers and employees utilizing the Township's facilities on behalf of the organization have all required background checks and clearances required under the Pennsylvania Child Protective Services Law? _____ yes _____no

** Certificates of Insurance for youth organizations must include sexual abuse/molestation coverage**

I (we) certify that the organization is in compliance with all applicable requirements of the Pennsylvania's Child Protective Services Law, including, but not limited to, background checks and clearances for employees and volunteers, direct contact with children, training of employees and volunteers, and mandated reporting.

SIGNED: _____ DATE: _____

TITLE: _____

Township Approval (Signature and Date): _____

Fee \$ _____ Date Park Permit Issued: _____

Certificate of Insurance Received on _____

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Fees for Park and Park Facilities (In accordance with Township Omnibus Fee Schedule)

Adult organizations or instructional groups of fifteen (15) or more persons shall pay a fee on behalf of that organization or group for the facility or facilities requested in accordance with the following fee schedule:

- 1. Ball field – per use \$45
- 2. Ball field – per season (1 evening weekly for 20 weeks) \$755
- 3. Tennis court – per use per 3-hour period \$35
- 4. Basketball court – per use for 3-hour period \$35
- 5. Soccer field – per use for 3-hour period \$45

Youth organizations or instructional groups (Little League, youth soccer programs, etc.) shall pay a fee on behalf of that organization or instructional group for the facility or facilities requested in accordance with the following fee schedule:

- 1. Ball field – per day \$15
- 2. Soccer field – per day \$15
- 3. Tennis court – per day \$15
- 4. Basketball court \$15

Request to reserve pavilion and athletic field(s) or tennis/basketball court(s)

- 1. Pocopson Township Residents \$0
- 2. Nonresident for personal use \$75
- 3. Nonresident for use by a business or organization \$125

Pavilion and Grills

- 1. Pocopson Township Residents \$0
- 2. Nonresidents for personal use \$55
- 3. Nonresidents for business use \$100

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