

NORTH CORNWALL TOWNSHIP
PARK & RECREATIONAL FACILITIES USE / RENTAL AGREEMENT

This Agreement will be required by any Athletic Association, Group, Organization, Individuals, etc. using any North Cornwall Township Park and Recreation Facilities. The Township may request additional requirements at its discretion.

This agreement entered into this ____ day of _____, 20____, by and between _____, hereinafter called "Applicant", and North Cornwall Township, hereinafter called "Township".

1. The Township agrees to permit Applicant to use the facilities located at _____ on the dates and times specifically set forth in the schedule submitted and approved by Township.
2. Before the start of the scheduled playing season, the Applicant shall submit to the Township a complete roster of all the Association's coaches and players participating, including names and addresses.
3. The Applicant shall submit a practice and game schedule to the Township for the use of the athletic fields. Contact names and phone numbers will also be required upon schedule submission.
4. Applicant shall submit a schedule for all practices and games to the Township by March 1st of each year, so the Township's Public Works Department can undertake any necessary field preparations.
5. The Township shall have the right to require that an event be moved, postponed or cancelled if it appears that damage to the facility might result from its use due to inclement weather or other unsuitable conditions.
6. If Applicant requests to reschedule games due to inclement weather or other reasons or add more games (such as playoff games), Applicant must provide the Township with 24 hours' notice. Otherwise, the facilities may not be prepared.
7. Please indicate season start and end dates. If you have a spring and a fall season, please list both.
Spring: starts _____ ends _____
Fall: starts _____ ends _____

Please indicate your field or facility proposed dates and daily usage times:

Days: _____ Time of Day _____

Type of Planned Event: _____

8. The Applicant shall use the fields in the manner in which such facilities were designed and for their intended purpose only.
9. Waivers: The Applicant volunteer participants, who coach, maintain the fields, and/or operate the concession shed, shall complete the attached Exhibit "A" North Cornwall Township Volunteer Waiver Form. A copy of all NCT waiver forms shall be submitted to North Cornwall Township.
10. Background Checks: The Applicant shall submit confirmation that all volunteers, who coach, maintain the fields, and/or operate the concession shed had a child abuse clearances and criminal background checks within the past five (5) year period. Applicants shall submit a completed Clearance Verification form, as provided by NCT.
11. Field Maintenance: The Applicant shall be responsible for athletic field maintenance as outlined in the attached Exhibit "B".
12. Concession Shed Volunteers / Operators: Applicants renting and/or operating the concession shed shall be responsible for making all volunteers operating the concession, have a North Cornwall Township Volunteer Waiver Form within the concession shed.
13. Cleaning: After each use of the facilities, the Applicant agrees to clean up all trash and rubbish, practice good recycling efforts, and leave the premises in a clean and orderly condition. This includes removal of any items left behind by any participant or spectator. Applicant shall also be responsible for turning off lights, appliances and locking exterior doors of the concession building. Applicant shall put all equipment away and lock equipment storage shed doors.
14. The Applicant shall file a copy of its liability insurance policy naming North Cornwall Township as an additional insured in the amount of no less than \$1,000,000 before the use of any facilities will be granted. All Certificates of Insurance must be provided to the Township before the first game or practice begins. You will not be permitted to use the facilities until documentation is received.
15. This Agreement shall be in existence through the end of the calendar year for activities with both a spring and fall schedule. If a limited period of use is specified in Paragraph 7, then the Agreement shall be in effect through the end of the specified use period.
16. In case of vandalism, or lack of control of the spectators, or any violation of any terms of this contract by the Applicant, the Township shall be entitled to revoke use of the field by the Applicant with 10 days' written notice.

17. The Township may charge penalties and fees if there are violations of this agreement.
18. The Township will not be responsible for any personal property of Applicant and/or any member of Applicant's organization that is brought onto Township property.
19. The Applicant must provide the Township office with a list of names of people eligible to sign out a key (if applicable) or given keyless door access codes (if applicable). Please note, the Township will not issue a key or access code to any person whose name is not on the list.
20. All keys must be returned to the Township office within two (2) weeks of the end of each season or the end of the requested use period. Please be aware the Township will charge the Applicant a penalty of \$5 per day, per key, each day after the 15th day following the end of season/use period for all unreturned keys. Any keys NOT returned within thirty (30) days after the end of the season/use period will be deemed a lost key and the Applicant will be charged fees accordingly.
21. In the event of a lost key, it must be immediately reported to the Township office. The Applicant will be charged the cost of all replacement keys.
22. In the event of break-in, vandalism or theft to an equipment storage or concession buildings, the Township will immediately change locks and keys or delete and recode door access codes.
23. The Applicant will also follow all applicable guidelines, rules, and/or regulations as outlined in any Exhibits or Agreements attached to this document.
24. The Township will provide a minimum of one (1) portable toilet at the Snitz Creek Park and Dairy Road Field, and up to three (3) portable toilets at the Gloninger Woods Park. The portable toilet units will be placed as directed by the Township. If Applicant requests additional portable toilet units, the Applicant shall pay the weekly rental fee for any additional portable toilets.
25. The Applicant agrees to pay the Township the following per player fee for Non-Township residents who are rostered and participated in sports programs which utilize Township facilities.
Any Organized Sports or Youth Programs: \$15.00 per non-Township resident player.
26. Any Township resident or Non-Profit Applicant requesting use of Township facilities, shall pay the following fees:
 - Soccer or Baseball Fields: No rental fee. A \$15.00 cleanup and trash removal deposit fee will be required. If field is not damaged and the trash is removed by Applicant, the \$15.00 fee will be refunded.
 - Gloninger Woods Park Pavilions: No rental fee. A \$15.00 cleanup and trash removal deposit fee will be required. If the pavilion is clean and the trash is removed by Applicant, the \$15.00 fee will be refunded.

27. Any Non-Township resident, Private or For-Profit Applicant requesting use of Township facilities, shall pay the following fees:

- Soccer or Baseball Field: \$20 per hour. A \$15.00 cleanup and trash removal deposit fee will be required. If field is not damaged and the trash is removed by Applicant, the \$15.00 fee will be refunded.
- Gloninger Woods Park Pavilion: \$15 per hour. A \$15.00 cleanup and trash removal deposit fee will be required. If field is not damaged and the trash is removed by Applicant, the \$15.00 fee will be refunded.
- For other uses of the Township facilities, those fees will be established by the Township.
- The Township may waive fees, in lieu of an agreeable form of reimbursement in writing, for use of the facilities.

This executed agreement along with fee of _____ dollars (\$_____) plus any penalties (if applicable) will be required prior to the authorization of use or rental of any field, pavilion, or other park facility authorization and any key or door access code issuance (if applicable).

Applicant

Township of North Cornwall

[Organization Name]

Title of Township Representative

Signature of Representative

Signature of Township Representative

Printed Name of Representative

Printed Name of Township Representative

Representative's 24-hour telephone number.

On the last page, please list of all Applicant's volunteers who have keys or door access codes:

