

Springettsbury Township Parks & Recreation Department

Facility Allocation Policy

Purpose

Athletic organizations requesting use of Springettsbury Township sports facilities are required to participate in the facility allocation program. Facility allocation meetings are held in February for the spring/summer sports season and in July for the fall sports season. The meetings are held for athletic organizations requesting to use Springettsbury Township sports facilities for the purpose of practice, games, and tournaments. The meetings provide a fair and equitable system for athletic organizations that serve the residents of Springettsbury Township an opportunity to access Township owned and managed facilities for organized play during the recognized sports seasons.

Procedures

Athletic organizations interested in participating in the facility allocation program are required to submit a written request to the Parks & Recreation Department prior to each sports season deadline. Priority will be given to organizations in which 50% or more of their participants reside in Springettsbury Township. Requests received after the deadline will not be considered.

Season	Deadline
Spring/Summer (March 1 – August 31)	February 15
Fall (September 1 – February 28)	July 15

**Please mail or email facility requests to:
Brandy Shope, Director of Parks & Recreation-1501 Mt. Zion Road, York, PA 17402
or Brandy.Shope@springettsbury.com**

Please review the following items. Include the highlighted items in your written request in order to be eligible to participate in the facility allocation program:

- **An updated certificate of insurance of at least \$1,000,000 single limit coverage must be submitted naming Springettsbury Township as additional insured.**
- **Documentation showing residency status, total number of participants, age range of participants and registration fees.**
- A representative of each organization must be present at the facility allocation meeting to be eligible for consideration; otherwise the request will not be presented at that time.
- Township sponsored activities will receive first priority in scheduling.
- The Director of Parks & Recreation will make final approval of all requests.
- Springettsbury Township reserves the right to cancel sports facility reservations.

Use Regulations

Athletic Fields: The fields must not be used under conditions that will cause damage to the playing surface or jeopardize the safety of the user. Each organization must use the utmost discretion when determining whether field conditions are appropriate for athletic use. **The following parks are not available for formalized sports: Kingston Park, Augustus Schaefer and Stonewood Park.**

Parking: Since many of the athletic fields are located in densely populated neighborhoods where parking is at premium, it's imperative that the athletic organizations adhere to posted parking regulations and take every precaution to maintain a safe environment for park users and neighbors alike. Parking on the grass, sidewalks or blocking resident driveways is strictly prohibited and enforceable under municipal laws. Parking should only be in areas designated for parking. Every attempt should be made to secure alternative means of parking such as in a nearby school or church parking lot when applicable. It is the responsibility of the applicant to make arrangements with the property owner before instructing parents, coaches, etc. to park in these areas. **Additionally, private vehicles may not be driven or parked on turf surfaces, service driveways or emergency zones.**

Each organization is required to submit their parking policy prior to athletic field use. This policy should be reviewed with parents and coaches so there is a complete understanding of the policy and the consequences if it is not followed. It's recommended that the policy be signed by every parent and member of the organization to insure compliance. Failure to provide and or enforce such policy can result in the loss of field use privileges.

Portable Toilets: The Township does not furnish portable toilet units. It is the responsibility of the organization to provide, if so desired, portable toilets and maintain them as needed. Any damage resulting from vandalism; damage to the athletic fields or surrounding areas of the park during the delivery of the units or units that topple over will be the responsibility of the organization. Portable toilets must be kept locked when not in use. The Director of Parks and Recreation will identify the placement of all portable units.

Facility Care: It is the responsibility of each organization to maintain the fields and facilities used by removing and disposing of all trash and working cooperatively with the Township to keep all facilities in the best possible condition.

Field Rotation: The revitalization of all athletic fields is crucial to the safety of the user as well as to the overall aesthetics of the parks. As a result, field maintenance including aeration, fertilization, reseeding and regular grass cutting and field raking will be done by the Township. Although some forms of turf management can be done without impacting on the users, other forms require more time for the fields to stabilize.

Therefore, each year, a field(s) will undergo a process of revitalization. This will result in a particular field(s) made unavailable for organized use for up to a year or more. Although the Township will make every effort to identify these fields in need of revitalization in advance, the schedule is subject to change depending on weather conditions, overuse, stress and other factors that can adversely affect the playing surface. The Township reserves the right to add or remove fields from the rotation schedule as the need arises.

To assist with this process, all goals must be removed from the field(s) by the athletic organization. To reduce the need of more frequent turf maintenance, the athletic organizations or

user groups must exercise good judgment when determining whether a field is playable based on an assessment of the conditions as well as reducing excessive wear to areas of the field(s) by not, for example practicing in one area and, by periodically moving goals when applicable.

Sports fields will be closed on a rotating basis or as the need arises. Contact the Parks and Recreation Director, 717-757-3521, for current schedule.

Penalties

- All individuals, groups or organizations in violation of this policy or any facility regulations or Township ordinances may have their field privileges revoked immediately and/or may be issued citation(s) for ordinance violations.

Waiver of Liability

I/We understand and agree to follow the conditions and terms of the Facility Allocation Policy. As a user, I agree to indemnify, defend, and hold harmless Springettsbury Township, its agents and employees from and against any accident, injury, including death, and/or loss of property.

Signature of Applicant / Organization

Date