

Forks Township Parks and Recreation

Policies and Procedures

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Forks Township Parks and Recreation
500 Zucksville Road
Easton, PA 18040
(P) 610-250-2260

Policies and Procedures

These policies are not all inclusive. Should a situation arise during a function held at Forks Township Recreational Facilities that is not covered in these policies and procedures, the township staff has the authority to take any step deemed necessary to resolve the immediate situation.

Park Hours

Forks Township recreational facilities are open sunrise until sunset seven (7) days a week, unless participating in a scheduled activity or athletic event posted otherwise as authorized by the Parks and Recreation Director.

Please refer to Township Ordinance Number 228, Chapter 129, resolution 18-08-2016, available at Forks Township Municipal Building.

The Parks and Recreation Office is open Monday – Friday, 7:30 A.M. – 4:00 P.M. except for holidays observed by the township.

General Park Rules

The following are not permitted in the park:

- Alcoholic Beverages
- Drugs
- Fireworks
- Golf
- Hunting or Trapping
- Littering
- Motorized Vehicles
- Open Fires
- Tobacco

Note: Facility must be returned to its original condition

Liability

Forks Township, its employees, boards, and committees are not responsible for injuries to persons or damages of loss of property. This is entirely the responsibility of participants. Every lessee shall further

agree to pay for any and all damages to the recreational facilities and damages to or loss of any of the property and equipment of the recreational facilities resulting either directly or indirectly from such occupancy and use of the recreational facilities, by or through the negligence or other acts of the lessee or any persons participating in or attending their function.

Fields/Pavilions Reservation Application and Agreement

Any event on the recreation facilities must have a fields/pavilions reservation application and agreement with the Parks and Recreation Office for the use of the facility. This agreement is a legal and binding document. It is the responsibility of the lessee to notify the Parks and Recreation Director in person of any changes made to these documents. Failure to do so could lead to the cancellation of an event. Misrepresentation of the type of event being held will also lead to cancellation of an event with the possibility of forfeiture of any fees paid.

Rental to Responsible Parties – Fields and Pavilions

Only persons ages 18 and older are eligible to contract for the use of the recreational facilities. The Parks and Recreation Director reserves the right to cancel any function that is deemed detrimental to Forks Township.

Township Authorized to Cancel

Forks Township may cancel the contract of any persons or organization as to the use of any portion of the recreational facilities when such person or organization, in the opinion of the Parks and Recreation Director, is not acting for the best public interest.

Park Staff

Forks Township staff members are on duty Monday – Friday, 7:00 A.M. to 3:00 P.M. to care for and improve the facilities. Staff has full access to any facilities during any function held on the recreational facilities to ensure that the policies and procedures are being followed. Said staff also has the authority to close any function not in compliance with the policies and procedures of the recreational facilities. **Should a situation arise during a function held at Forks Township Recreational Facilities that is not covered in these policies and procedures, the township staff has the authority to take any step deemed necessary to resolve the immediate situation.**

Inappropriate Behavior

Forks Township Parks and Recreation is a family oriented facility. Inappropriate behavior by any person(s) will not be tolerated. Inappropriate behavior includes but is not limited to verbal abuse of staff or other participants, vandalism of township property, inappropriate activities during a function, putting at risk other users of the park, etc. Staff has the authority to remove any person(s), or close any function that demonstrates this type of inappropriate behavior.

Reservations – Fields and Pavilions

All reservations must fill out the Reservation Application. Reservations will be accepted online or in person on a first-come, first-serve basis.

Reservation applications must be submitted at least two (2) weeks in advance of the date requested to allow for Application review and processing. Reservations will be accepted no more than one (1) year in advance to the exact date. Priority will be given to all Township Parks and Recreation Department-sponsored activities and township-wide special events by allowing these reservations to be made more than one (1) year in advance of the desired date.

Applications will be approved for specific fields/pavilions, depending on group size, type of activity, and availability. Applications will be reviewed and use will be prioritized. Once dates are approved and booked, the Parks and Recreation Staff will assess fees. All charges must be paid in full to complete reservation. Pavilion rentals are pay in full and non-refundable.

The person filling out the Rental Agreement must be the responsible party for the function and must be present the day of the function.

Until a rental agreement is on file there is no agreement for use.

48 Hour Hold – Fields and Pavilions

Any field/pavilion *if available* may be placed on a 48 hour hold. The hold may be placed either by email, in person, or by telephone. A rental application must be submitted within 48 hours of the request for the hold. If a rental agreement is not completed, the hold will be removed and the field/pavilion will be made available to other rental.

Fee Schedule

See Fee Schedule at <http://www.forkstownship.org/finance/fees.pdf>

Fee Waivers – Fields and Pavilions

Fee waivers may be granted in cases where the rental fee would prohibit offering a unique and beneficial service that enhances the Parks and Recreation programs and is unavailable elsewhere in the community. Fee waivers are granted at the discretion of the Parks and Recreation Director.

A written request for a waiver or variation of the requirement for reservation stating the justification must be submitted fourteen (14) days prior to the event to the Parks and Recreation Director.

Mass Assembly

Mass assembly is defined as an event with an estimated attendance of 1000 or more. Please refer to Township Ordinance Number 211, Chapter 60, pages 6001-6012, available at Forks Township Municipal Building.

Refund Policy – Fields and Pavilions

Cancellations 30 days or more before the event date are penalized 50% of the total rental amount. Cancellations less than 30 days before the event date are penalized 100% of the cost of the rental.

If use of the facility by Lessee is at any time impaired for any reason beyond Forks Township's control (including inclement weather), Forks Township may cancel the agreement, and Lessee's use shall be rescheduled if practicable at a time mutually agreed by the parties. If not able to reschedule on an acceptable date for either party, Forks Township will issue Lessee a complete refund. Forks Township shall not be liable to Lessee for any losses or expenses incurred by Lessee on account of such cancellation or delay.

Refunds issued take a minimum of 15 working days to a maximum of 30 working days to be processed.

Refusal or Cancellation of Use by Township – Fields and Pavilions

Forks Township has the right to refuse or cancel any application. The Parks and Recreation Director will give written or verbal notices of refusal and cancellations with an appropriate explanation to the lessee. Applications for use may be denied for the following reasons, including but not limited to:

1. Unsatisfactory prior use of facilities.
2. Hazardous and/or unsafe conditions exist.
3. Application submitted less than required advance timeline.
4. Non-payment of fees/deposit before due date.
5. Groups that do not give proper cancellation notice.
6. Facility or staff not available.
7. Insurance or Security requirement not met

If Forks Township, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe, a full refund shall be made to the lessee.

Field Use

Persons/Organizations wishing to use Forks Township recreational fields shall submit a proposed schedule of such use, whether for practice or games, to the Parks and Recreation Director at least two (2) weeks prior to commencement of the schedule. While effort will be made to accommodate all desired schedules for field use, the Parks and Recreation Director will be responsible for allocating use of the fields.

Persons/Organizations shall notify the Parks and Recreation Director of the cancellation of any scheduled field use at least 48 hours prior to the scheduled use.

To ensure quality recreation fields and allow time for field rest, maintenance, and repairs, fields will be closed the Monday after the first weekend in November through March. *Field Closed* signs will be displayed during this period. An exception will be made the years Forks Township hosts the Football Championship.

Tournaments

Request to schedule tournaments shall be provided to the Parks and Recreation Director no later than the first working week of February for spring sports and August for fall sports.

Inclement Weather Conditions

In the event of inclement weather it may be necessary to require a specific field or park to be closed.

In the case that the field or park needs to be closed, signage will be displayed to notify persons that the field or park is unsuitable for play.

The following is the process for field closings due to inclement weather/field conditions:

During normal business hours (Monday – Friday, 7:00 A.M. – 3:00 P.M.), Forks Township Parks and Recreation staff will monitor and determine the playing condition of all sports fields. If in the opinion of the Forks Township staff, field conditions are not suitable for play, the staff member will contact the Forks Township Athletic Association and close the fields. Forks Township staff may monitor and determine the playing conditions of any sports fields during non-business hours. If staff determines that the fields are not suitable for play at any time, the fields shall be closed.

Non-Business days (holidays, weekends, and after 3:00 P.M. daily), it is the responsibility of the FTAA to inspect and determine if the fields are safe and playable. If the FTAA determines that the fields are unsafe or unplayable they are to call the Parks and Recreation Director and leave a voicemail that the fields are unsuitable for play and they are to display the FIELD CLOSED signage.

It is the responsibility of the FTAA to inspect and reopen fields that were closed the previous day if closure falls on a non-business day. The inspection and re-opening of the field should occur the following morning by 9:00 A.M. Once the fields are deemed playable, the FTAA should remove the signage.

Voicemail notification should include the following:

- Date
- Time
- Field(s) affected
- Reason for closure
- Person leaving message
- Phone number in which person can be reached

These rules are designed to provide residents with safe playable surfaces. Failure to comply with or abuse these procedures by a user group may result in revoking the use of this facility.

Pavilions

Pavilions are available for rental at Community Park and Braden Airport Park. A Fields/Pavilions Reservation Application and Agreement must be submitted and approved. Rental of the pavilions does not reserve or entitle the group use of the fields and/or playground.

Field Lights

Field lights are available for a fee at Community Park. These lights are controlled within the community center and are available on softball field #1 and #3, baseball field #2 and #4, football field #10, and multipurpose field # 8 and #9.

Snack Bar

Snack bars are opened at managed primarily by the Forks Township Parks and Recreation. We make every effort to open during youth sport games. At times this may not be feasible.

Restrooms

Restroom facilities are provided at Community Park and Braden Airport Park. These facilities are open from dawn to dusk. Restroom facilities are closed from mid-November through early-April, depending on the weather. When restroom facilities are closed or not provided, port-a-potties are available.

Playgrounds

Playgrounds are provided for the enjoyment of our youngsters in a number of our recreational facilities.

The following basic playground rules are recommended for your safety and the safety of others.

- Play carefully.
- Do not use equipment when wet.
- Do not use play equipment improperly.
- No bare feet. Proper footwear is required.
- Report any damage or vandalism to the Parks and Recreation Director as soon as possible.
- Playgrounds are closed from dusk to dawn.
- Playgrounds are closed when surface material is frozen.
- Adult supervision is required.

Littering

It shall be prohibited for any person to throw or deposit litter on the grounds, streets, paths, fountain, pond, or stream in any recreation facility, except within public receptacles and in such a manner that the litter will be prevented from being carried or deposited by the elements upon any part of the recreation facility. Where public receptacles are not provided, all such litter shall be carried away from the park by the persons responsible for its presence and shall be properly disposed of elsewhere. It shall be prohibited to take into, carry through, or put into a recreation facility, any litter generated outside of the recreation facility.

Programs

Forks Township offers residents a variety of programs and activities for all ages throughout the year. Program registration may be taken at the Community Center or online at www.forkstownship.org. Registrations are ongoing throughout the year depending on each offering. Programs are filled on a first come first serve basis. Pre-registration is required for all programs unless otherwise noted and payment must accompany the registration form.

Program Cancellations, Transfers, and Refunds

Forks Township Parks and Recreation reserves the right to cancel any program or activity due to insufficient registrations. A full refund will be issued.

Inclement weather may prompt cancellations. Sessions are made up at another date if possible.

Program registrations are non-refundable. There are specific situations that may warrant a cancellation or transfer that will be handled on a case-by-case basis. If a cancellation is approved by the Parks and Recreation Director, it will be refunded at one hundred (100) percent minus a \$10 administration fee. Refunds are not possible once Forks Township has paid instructors.

Lost and Found

Forks Township Parks and Recreation Department is not responsible for lost or stolen items. Items found should be turned into the Parks and Recreation Office. Items not claimed after thirty (30) days will be donated to charity. All inquiries regarding lost items can refer to the Parks and Recreation Office.

Weapons

It shall be prohibited for any person to discharge any weapon or similar device in a recreation facility. It shall be prohibited for any person to take on a recreational facility any weapon, or to use, carry or employ any weapon or similar device in a recreational facility. On-duty law enforcement employees and those legally authorized to a carry permit shall be exempt from the limitations set forth in this section.

Fires Restricted

It shall be prohibited for any persons to build or maintain a fire in a township recreation facility except in designated areas which are clearly marked with grills placed by the Parks and Recreation employees or by permission for propane gas or other grills by the Parks and Recreation Director.

Pyrotechnics (Fireworks)

It shall be prohibited for any persons to possess, display, use, set off, or attempt to ignite any firecrackers, fireworks, smoke bombs, rockets, black powder guns, or other pyrotechnics, unless approved by the Parks and Recreation Director.

Golfing

Practicing, playing or otherwise participating in the game of golf is prohibited at any recreation facility in Forks Township.

Visitors With Dogs

By walking a dog within the Township Park System, you agree to abide by the following rules, which are intended to ensure that all visitors have a safe and comfortable visit.

- Dogs must be leashed and are not permitted to run at large. Leash should not exceed 6 ft.
- Dogs are confined to paved or improved walks and trails within the Township Park System.
- Owners must properly dispose of waste immediately.
- Owners are responsible for any injury or damage caused by their dog.

Violations interfere with others' enjoyment of the Township Park System and will result in fines as stated in Ordinance 324. Our ability to continue to permit dogs within the park system depends on the cooperation of every visitor.

Parking

Use of the parking lot is allowed by renting the fields/pavilions. Exclusive use of the parking lot is not guaranteed. Parking around the concession stands or in the grass is prohibited; however, vehicles may drive to the concession stand for loading and unloading. Vehicles should not be left standing, parked in fire lanes, or parked in a recreation facility during hours when the recreation facility is closed. In such instances, the vehicles may be towed from the recreation facility at the owner's expense.

Vehicles Restricted

It shall be prohibited for any person to drive any motorized or electric vehicle in a recreation facility. Law Enforcement, Parks and Recreation employees, and authorized FTAA members whose duties require them to drive maintenance vehicles and equipment shall be exempt.

Smoking

Forks Township Recreational Facilities are a smoke-free environment. Smoking is allowed in paved parking areas only. Persons under the age of eighteen (18) in possession of cigarettes or other tobacco related objects can and will be charged under the state law.

General Solicitation, Selling, Advertising

No individual or group shall set up or maintain any exhibit, show, pantomime, act, concert, lecture, sermon, or similar activity at any Forks Township Parks and Recreation Facility without approval of the Parks and Recreation Director.

No individual or group shall solicit donations or vend, offer for sale or dispose of any goods or merchandise or similar activities at any Forks Township Parks and Recreation Facility unless authorized to do so by the Parks and Recreation Director.

No individual or group shall distribute, circulate, give away or deposit any flyers, circulars, pamphlets, buttons, and advertisements or similar materials at any Forks Township Parks and Recreation Facility unless authorized by the Parks and Recreation Director.

No individual or group shall install, place, or hold any banner or signage or similar device at any Forks Township Parks and Recreation Facility without approval and designated location by the Parks and Recreation Director.

Unless specifically addressed, the provisions of this section shall also apply to political speech activities set forth below.

Political Speech Activities

Prior approval is not required for political speech activities. However political speech activities are subject to rules and regulations below.

Political speech activities shall only be permitted on Forks Township Parks and Recreation Facilities from sunrise to sunset seven (7) days per week.

No political speech shall interfere with or affect any other activity taking place on any Forks Township Parks and Recreation Facility.

No political speech activity shall have duration of longer than three (3) hours.

Any individual engaging in political speech activity shall ensure that ingress and egress to and from the Forks Township Parks and Recreation Facility being utilized remains unimpeded.

Except as expressly authorized by state law for political activities in the vicinity of voting places during election days, no political speech activity shall be conducted within fifty (50) feet of the entrance to the Forks Township Parks and Recreation Facility or within one hundred (100) feet of any other organized event.

Marquee Usage

Forks Township Community Center marquee will be used for advertisement of Parks and Recreation programs and classes sponsored by the township.

Donations for Memorials

Donations for memorials will be accepted for the purpose of purchasing trees, benches, bicycle racks, picnic tables, public art, monuments, drinking fountains, flags, playground equipment and other items deemed appropriate by the Parks and Recreation Director.

Memorial donations shall be self-supporting, i.e., all costs shall be at the expense of the donor (s), including repair and or replacement if necessary.

Memorial Donations should be recognized by use of a memorial plaque which will be placed near or on the item that the donation supported.

Standard memorial plaques shall be used to promote consistency in the size, type, and mounting, with language approved by the township.

The Parks and Recreation Director will provide a list of recommended items with descriptions, photos, and estimated costs.

Events Open to the Public

Any event that is open to outside participation or attendance from people outside of the sponsoring organization must provide the Township with a copy of liability insurance. Any event that is advertised (to include but not limited to: fliers, radio, newspapers, etc.) and/or admission is being charged to enter the function is considered by Forks Township Parks and Recreation to be a function that is open to the public. Liability insurance (event insurance) will be required for this function. Proof of liability insurance must be on file in the Parks and Recreation Office before the function will be allowed to proceed.

Liability Insurance

Any event that is open to outside participation or attendance from people outside of the sponsoring organization must provide the township with a copy of liability insurance. Liability insurance required is \$1 million aggregate for any number of claims arising out of a single accident or occurrence. Exceptions to the requirement of liability insurance may be made by the Parks and Recreation Director.

Alcoholic Beverages

Alcoholic beverages are not permitted on township recreation facilities without prior approval from the Board of Supervisors. In the case that approval is granted at an event, it must be indicated on the contract and arrangements must be made through the Forks Township Fire Department.

Minors / Supervision of Children

Organized groups composed of youth shall be supervised by one adult (21 years of age or older) per each twenty-five (25) youth at all times while using any Forks Township Parks and Recreation Facility. The adult who will be responsible for the activity must make the reservation for use of the facility. Youth are defined as those under the age of 18. Parent or designated adult must supervise children under the age of 12 at all times while visiting any Forks Township Parks and Recreation Facility unless they are under the direct supervision of a program leader or coach.

Police Protection

Police protection is required for events in which there are more than 500 people in attendance at any given time and the following guidelines must be met:

| | |
|-----------------------|--------------------|
| 500 – 700participants | two (2) officers |
| 701 – 900participants | three (3) officers |
| 900+ participants | four (4) officers |

Fee Schedule for Police Protection

Police officers’ rates are hourly and can be found on the township fee schedule.

Police Qualifications

All Forks Township Parks and Recreation Facilities require that all police protection must be made up of 100% of Forks Township police officers. All police protection that is engaged for an event must be verified by the Parks and Recreation Director at least thirty (30) days prior to the event.

All police protection that is engaged for an event must be in uniform and follow the guidelines set by the Parks and Recreation Director and Police Chief.

Police protection must be present at the beginning of the event for events serving more than 500 participants. Police protection must remain until the fields, pavilions, and parking lot are cleared in connection with the lessee's event. Police protection must be paid at the start of the event for the total time. Police protection can be arranged through the Forks Township by contacting the Forks Township Police Department.

Procedure for Variance of Security

A written request for a waiver or variation of the requirement for police protection stating the justification must be submitted thirty (30) days prior to the event to the Parks and Recreation Director. Requests shall be reviewed on a case by case basis at the discretion of the Parks and Recreation Director.

Skate Park Rules and Regulations

SKATE AT YOUR OWN RISK. This is an unsupervised facility. Serious injury or death may result from being hit by a board, falling, or colliding. Forks Township does not assume responsibility for injuries.

THE USE OF PROTECTIVE EQUIPMENT IS REQUIRED; they include Helmet, Knee & Elbow pads. Wrist Guards are optional. Shoes, shirts and clothing must be worn at all times.

This park is open to skateboarders, inline skaters and bicycle/BMX riders only. No motorized vehicles, scooters, or other wheeled devices are permitted.

Youth under 12 years of age shall be supervised.

Skate Respectfully. Users of the Park must be considerate of all skill levels. Do not use ramps/rails beyond your ability or skate level.

Do not use the skatepark when the surface is wet. This is VERY dangerous.

Inspect the surfaces before you ride them. Remove all trash, debris and objects that may prevent a smooth, safe ride - Use trash containers as provided. Do not use facility if a hazardous condition exists. Report any damage to Forks Township Parks and Recreation.

The following items are NOT PERMITTED in the skatepark area:

- Alcoholic beverages, drugs or tobacco products
- Profanity, abusive language, spitting, pushing, fighting, reckless and boisterous behavior or unsportsmanlike conduct
- Littering and glass containers
- Spectators, non-skaters or pets
- Loud music, radios, boom boxes
- Graffiti and tagging
- Chewing gum, food and/or drinks

Modifications to the skate surfaces or equipment are prohibited. The addition of obstacles, ramps, jumps, etc. which are not part of the original skatepark design are also prohibited.

Skatepark is open from 9:00 AM TO DUSK. Skating is not permitted on areas surrounding the skatepark such as curbs, ramps, benches, picnic tables, amphitheater, etc.

Forks Township reserves the right to close the facility for any circumstances deemed necessary. Any infractions of these rules and regulations may result in prosecution and expulsion from the skatepark. All organized events, contests and special events shall have written approval from the Parks and Recreation Director.