

# Forks Township Community Center Policies and Procedures

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### **Policies and Procedures**

**These policies are not all inclusive. Should a situation arise during a function at the Community Center 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.**

The Community Center hours are:

Sunday: 7:30 a.m. – 6:00 p.m.  
Monday: 6:30 a.m. – 10:00 p.m.  
Tuesday: 6:30 a.m. – 10:00 p.m.  
Wednesday: 6:30 a.m. – 10:00 p.m.  
Thursday: 6:30 a.m. – 10:00 p.m.  
Friday: 6:30 a.m. – 10:00 p.m.  
Saturday: 7:30 a.m. – 6:00 p.m.

Community Center hours can only be extended with approval from the Parks and Recreation Director.

### **Holidays**

The Community Center will be closed on New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. The Community Center will close at noon on Christmas Eve and New Year's Eve.

### **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 program participants. Every lessee shall further agree to pay for any and all damages to the community center and damages to or loss of any of the property and equipment of the community center resulting either directly or indirectly from such occupancy and use of the community center, by or through the negligence or other acts of the lessee or any persons participating in or attending their function.

### **Reservation Application and Agreement**

Any event at the Community Center must have a reservation application and agreement with the Parks and Recreation Department 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 cancelation of an event with the possibility of forfeiture of any fees paid.

### **Rental to Responsible Parties**

Only persons ages 18 and older are eligible to contract for the use of the Community Center facilities. The Community Center reserves the right to cancel any function that it deems is 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 community center when such person or organization, in the opinion of the Parks and Recreation Director, is not acting for the best public interest.

### **Community Center Staff**

A Forks Township staff member is on duty during designated hours and during any function held at the Community Center. Staff has full access to any room and any event held at the Community Center 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 Community Center. **Should a situation arise during a function at the Community Center that is not covered in these policies and procedures, the township staff has the authority to take any steps deemed necessary to resolve the immediate situation.**

### **Inappropriate Behavior**

Forks Township Community Center is a family oriented facility. Inappropriate behavior by any lessee or their guest 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, etc. Staff has the authority to remove any person or persons or close any function that demonstrates this type of inappropriate behavior.

### **Reservations**

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

Reservations will be accepted no more than one (1) year in advance to the exact date. Priority will be given to all 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 rooms, depending on group size, type of activity, and availability. No activity shall be scheduled for more than the maximum occupancy room capacity. Applications will be reviewed and use will be prioritized.

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

### **Fee Schedule**

The fee schedule approved by the Board of Supervisors can be found on the township website.

### **Fee Waivers**

Fee waivers may be granted in cases where the rental fee would prohibit offering a unique and beneficial service that enhances the Community Center's 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.

### **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](http://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.

Incliment 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 cancelation or transfer that will be handled on a case-by-case basis. If a cancelation 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.

### **Occupancies**

The number of participants designated on the contract will be the maximum allowed to enter into the room or rooms booked. The amount of tables and chairs provided for any function is based upon this number. Room occupancies must be strictly adhered to for fire safety concerns. Over occupancy for any room will be grounds for closing the event.

**Occupancies are as follows:**

<b>Location</b>	<b>Standing</b>	<b>Chairs</b>	<b>Table &amp; Chairs</b>
Room A	90	64	30
Room B	178	128	60
Room C	83	60	36
Room D	238	170	80
Multipurpose Room	218	156	75
Vending	77	x	x
Fitness Room	24	x	x
Gym 1	1541	1100	514
Gym 2	1568	1120	523
Gym 3	1568	1120	523
Entire Community Center	3993	x	x
Recreation House (2 Rooms)	112	80	41
Cottage (2 Rooms)	76	54	25

**Refund Policy**

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**

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.

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.

## **Open Gym**

Open Gym times are set aside each week depending upon gym availability. To participate, individuals must purchase a gym membership. A \$5.00 deposit is required for the use of basketballs and volleyballs. **Youth or adult teams may not utilize Open Gym times to conduct practices, but may reserve the gym by following the reservation policies.**

## **Attire**

Proper apparel is required in the area being used to ensure that safety and a welcoming environment to all is maintained. Appropriate apparel must be worn in accordance with the facility area being used. Members and guests wearing inappropriate attire will be required to change, especially if the attire creates a safety hazard. **No cleats are permitted in the community center.**

## **Cleaning Deposit**

Do not drag tables, chairs, equipment, etc. across the floor. Hanging or attaching decorations to the wall, ceilings, windows, or doors must be approved by the Parks and Recreation Director. Attaching decorations to the floor is prohibited. All lessees must pay a cleaning deposit when reserving the facility. The following deposit shall be required:

1. \$50 per Room
2. \$75 per Gym
3. \$1000 Entire Community Center

In order to receive a full refund of your cleaning deposit, the following must be completed.

1. Wipe off all tables and chairs.
2. Return all tables and chairs to designated area.
3. Sweep the floors in the rooms. Equipment is available from the Community Center staff on duty.
4. Pull out and tie up trash bags. Extra trash bags can be obtained from the Community Center staff on duty.
5. Contact staff member for approval.



**Failure to comply with the above cleaning requirements will result in the forfeiture of the lessee's cleaning deposit.**

**NOTE: Bi-Weekly/Bi-Monthly meetings will not be required to pay a clean-up deposit. This will be handled on a per case basis if needed. Whether a clean-up deposit is needed will be indicated on the rental agreement.**

You are responsible for cleaning up the room or gym you contract. Clean-up must be completed in the designated time of rental on the agreement.

### **Adequate Lighting**

Adequate lighting must be maintained in all the rooms/gyms for the safety of the participants. At least one row of lights must be on at all times.

### **Supplies**

The Community Center is not responsible for lending tape, scissors, extension cords, markers, etc. to the groups. These supplies must be furnished by the group. Cleaning supplies are furnished by the Community Center.

### **Lost and Found**

Forks Township Parks and Recreation Department is not responsible for lost or stolen items. Staff members are not permitted to hold valuables. Lockers are available. Items found should be turned into the Community Center staff. Items not claimed after thirty (30) days will be donated to charity. All inquiries regarding lost items can refer to the Community Center staff.

### **Decorations**

Decorating for events will be allowed upon approval of the Community Center staff. No glitter/foil confetti and, fog/smoke machines may be used. Bubbles/Birdseed may be used, but only outside the Community Center. All decorations must be removed from the building the same day as the function.

### **Animals**

Animals are not permitted in the Community Center unless they are service animals used in aiding an individual or when approved by the Parks and Recreation Director for a supervised event/presentation/demonstration under the care of a professional animal handler/trainer.

### **Fitness Room**

The Community Center fitness room has a wide variety of equipment, which includes treadmills, bicycles, steppers, elliptical machines and rowers. There is a full circuit consisting of 13 single unit weight machines, a free-weight area that includes a chest press with an extensive range of varied weights. A Personal Trainer is available at an additional fee.

General Policies include:

1. Persons under the age of 18 are not allowed in the fitness room, with the exception of persons 16-17 who are accompanied by an adult.
2. No tobacco chewing or dipping allowed in the fitness room.
3. No food or drinks are allowed in the fitness room except for water bottles.
4. Chewing gum is prohibited.
5. Personal music is only allowed in the fitness room when it is used with headphones.
6. The fitness room door must remain locked at all times, please do not prop the door open or open the door for others.
7. Disorderly conduct, abuse, or misuse of the facility or its equipment, or disregards for the fitness room policies will not be tolerated.
8. Staff has the authority to remove any person or persons that demonstrates this type of inappropriate behavior and may suspend membership status with forfeiture of fees paid.
9. Cell phone use is prohibited in the fitness room.
10. Appropriate footwear must be worn.
11. All equipment should be wiped down with disinfectant supplied.
12. Personal belongings should be left in the locker room.
13. All persons must use equipment in the manner in which it is designed.
14. Orientation is required upon purchase of membership.

## **Lobby/Atrium/Hallways**

Forks Township Community Center has numerous functions being held simultaneously. The lobby/atrium/hallways must be kept clear for participants to be able to get to their designated rooms/gyms for their functions. Running, playing, and loitering by adults or children will not be allowed in the lobby area.

## **Parking**

Use of the parking lot is allowed by renting the rooms/gym in the Community Center. Exclusive use of the parking lot is not guaranteed. No loitering allowed. Alcoholic beverages of any kind are not allowed. 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.

## **Smoking**

Forks Township Community Center is 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.

## **Room Set-up**

Any lessee requesting a set-up will be done upon availability of the Community Center staff to fulfill the request and is not guaranteed. Lessee should provide the room setup diagram(s) one (1) week prior to the date of the function.

## **Excessive Noise**

Forks Township Community Center has numerous bookings simultaneously. Excessive noise will not be allowed. After two warnings from the staff, Forks Township Community Center reserves the right to close down any function that refuses to alleviate the excessive noise in conjunction with their event.

## **General Solicitation, Selling, Advertising**

No individual or group shall set up or maintain any exhibit, show, pantomime, act, concert, lecture, sermon, or similar activity on Community Center property 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 on Community Center property 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 on Community Center property unless authorized by the Parks and Recreation Director.

No individual or group shall install, place, or hold any banner or signage or similar device on Community Center property 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.

No political speech shall interfere with or affect any other activity taking place at the Forks Township Community Center.

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 Community Center 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 Community Center.

### **Marquee Usage**

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

### **Fire Evacuation Procedures**

When the alarm is sounded, the building should be evacuated in an orderly manner as quickly as possible, and no one should stop to collect personal items. All people should go the fields and wait for clearance from the proper personnel before re-entering the building. Evacuation plans are posted in plain sight throughout the building.

### **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 Community Center 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.

### **Minors / Supervision of Children**

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 the Community Center. 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 the Community Center unless they are under the direct supervision of a class instructor or program leader.

### **Police Protection**

When police protection is required, the following guidelines must be met:

#### **For youth activities where parents/guardians are not present:**

200 – 400 participants	two (2) officers
401 – 800 participants	three (3) officers

### **Fee Schedule for Police Protection**

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

### **Police Qualifications**

Forks Township Community Center requires 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 youth events serving more than 200 youth. Police protection must remain until the building, room, 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.