

**SOLEBURY TOWNSHIP  
PARKS and RECREATION**  
3092 Sugan Road, P.O. Box 139  
Solebury, PA 18963  
Ofc: 215-297-5702 Fax: 215-297-8402  
soleburyparks@soleburytpw.org



**APPLICATION FOR USE OF PARKS & RECREATION FIELDS and FACILITIES**

Date of Application: \_\_\_\_\_ Application Fee \$25.00

Name of Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_  
(Responsible officer of the Organization)

Mailing Address: Street \_\_\_\_\_  
Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

DATE _____
APPROVED _____
DENIED _____
FEE _____
LIABILITY _____
MEDICAL _____
BACKGROUND _____

**FACILITY USE INFORMATION:**

- FACILITY / FIELD REQUESTED: \_\_\_\_\_
- DATE (S) REQUESTED: \_\_\_\_\_
- TIME (ACTUAL TIMES FACILITY WILL BE USED): FROM \_\_\_\_\_ TO \_\_\_\_\_
- DESCRIPTION OF USE: \_\_\_\_\_
- NUMBER OF ATTENDEES: \_\_\_\_\_

**USER FEES:** Payment must be received within FOURTEEN days of approval and PRIOR TO THE EVENT. No Bathroom Facilities Are Provided unless specific arrangements are made with the Parks Director for an additional fee of \$25-\$100 per use period for existing facilities, based on the number of people (excluding portable toilets). Portable toilets, if approved, are paid for in advance to the Township by the USER and are ordered only by the Township who shall determine the total number and placement location.

Single Day / Event Use per 4 Hour Time Block

**ATHLETIC FIELDS:** Multi-purpose / Baseball / Softball / Football, Lacrosse, etc. and/or Other Facilities  
\$100.00 per field / facility per 4 hour use

**PAVILIONS:** \$25 (0-25 persons) / \$50 (26-50 persons) / \$75 (51-100 persons) / \$100 (100-200 persons)

Season Use:

Negotiated with Director of Parks and Recreation / Dependent on Township and Partner Organization Use

Security Deposit (To be returned upon final inspection by Solebury Township) ..... \$250.00

**WAIVER AUTHORIZATION AND GENERAL RELEASE:**

*I, in consideration of myself / my organization and attendees being permitted to participate on a SOLEBURY TOWNSHIP recreational field or facility, on behalf of myself and / or my organization and attendees, our heirs, personal representatives and assigns hereby release SOLEBURY TOWNSHIP, BUCKS CO., PA, its Supervisors, agents, employees, officers, successors and assigns from all liability, actions, suits, and claims, including but not limited to, wrongful death, personal injury, negligence, and intentional torts, and hereby waive all such claims which may be raised by me, my organization and attendees, our heirs, personal representatives or assigns.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**APPLICANTS SHALL COMPLY WITH THE REQUIREMENTS LISTED ON ATTACHMENT "A" AND "B" WHICH ARE HEREBY MADE A PART OF THIS APPLICATION FORM**

## **ATTACHMENT "A"**

### **INSURANCE REQUIREMENTS**

**IF APPROVED, A CERTIFICATE OF LIABILITY INSURANCE MUST BE RECEIVED WITHIN FIFTEEN DAYS (PRIOR TO THE EVENT) IN THE AMOUNT OF \$1,000,000 PER OCCURRENCE NAMING SOLEBURY TOWNSHIP AS AN ADDITIONAL INSURED / CERTIFICATE HOLDER ON THE POLICY.**

IF APPROVED, A CERTIFICATE OF MEDICAL / ACCIDENT INSURANCE MUST BE RECEIVED WITHIN FIFTEEN DAYS (PRIOR TO THE EVENT).

IF THE ORGANIZATION DOES NOT PROVIDE MEDICAL / ACCIDENT INSURANCE FOR ITS PARTICIPANTS, THEN THE ORGANIZATION'S REGISTRATION FORM OR OTHER NOTICE SHALL HAVE THE FOLLOWING STATEMENT CONSPICUOUSLY PRINTED ON THE FIRST PAGE OF THE FORM OR PARTICIPANT NOTICE:

**"MEDICAL / ACCIDENT INSURANCE IS NOT PROVIDED BY EITHER SOLEBURY TOWNSHIP OR BY THE ORGANIZATION"**

A SPACE SHALL BE PROVIDED IMMEDIATELY BELOW THE STATEMENT FOR THE INDIVIDUAL REGISTRANT TO PROVIDE THE NAME AND POLICY NUMBER OF THEIR INDIVIDUAL MEDICAL INSURANCE COVERAGE.

### **BACKGROUND CLEARANCE REQUIREMENTS**

THE APPLICANT / ORGANIZATION SHALL CERTIFY BY LETTER TO SOLEBURY TOWNSHIP THAT ALL INDIVIDUALS ASSOCIATED WITH THE ORGANIZATION, SUCH AS BUT NOT LIMITED TO, COACHES, OFFICERS, REFEREES, VOLUNTEER AIDS, ADMINISTRATIVE PERSONNEL, AND THE LIKE, WHO HAVE A SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN, HAVE BEEN CLEARED BY A BACKGROUND SCREENING AGENCY IN ACCORDANCE WITH THE APPLICABLE LAWS OF THE COMMONWEALTH OF PENNSYLVANIA AND THE CHILD PROTECTIVE SERVICES LAW. THIS INCLUDES THE FOLLOWING CLEARANCES OR OTHERS AS MAY BE REQUIRED BY LAW:

1. PENNSYLVANIA STATE POLICE CRIMINAL RECORD BACKGROUND CHECK, OR SIMILAR BACKGROUND SCREENING PROCESS ACCEPTABLE TO SOLEBURY TOWNSHIP
2. PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE CHILD ABUSE CLEARANCE
3. THE UNITED STATES DEPARTMENT OF JUSTICE NATIONAL SEX OFFENDER PUBLIC REGISTRY
4. FBI FINGERPRINT SCREENING

A LIST OF ALL INDIVIDUALS (FIRST, MIDDLE, LAST NAME) THAT HAVE BEEN CLEARED BY THE BACKGROUND SCREENING PROCESS SHALL BE PROVIDED TO SOLEBURY TOWNSHIP TOGETHER WITH THE CERTIFICATION LETTER.

NO CERTIFICATION SHALL BE OLDER THAN FIVE (5) YEARS. EACH CERTIFICATION SHALL HAVE BEEN PERFORMED IN ORDER TO ENCOMPASS THE ENTIRE DATES OF USE REQUESTED WITHIN THE ONE YEAR TIME PERIOD.

### **COMPLIANCE WITH RULES AND REGULATIONS**

BY SIGNING THIS FORM, APPLICANT / ORGANIZATION AGREES TO COMPLY WITH ALL RULES AND REGULATIONS OF SOLEBURY TOWNSHIP AND TO BE RESPONSIBLE FOR ANY AND/OR ALL DAMAGES THAT OCCUR DURING SAID USE AND FOR CLEANING THE AREA UPON DEPARTURE.

**ATTACHMENT "B"**

**BACKGROUND CLEARANCE CERTIFICATION**

TO: SOLEBURY TOWNSHIP

FROM: \_\_\_\_\_  
PRINTED NAME OF APPLICANT / ORGANIZATION

THE ABOVE NAMED APPLICANT / ORGANIZATION DOES HEREBY CERTIFY TO SOLEBURY TOWNSHIP THAT DURING ITS USE OF TOWNSHIP FACILITIES OR AS OTHERWISE REQUIRED BY A TOWNSHIP PROGRAM AT OTHER LOCATIONS, ALL INDIVIDUALS, VOLUNTEERS AND/OR EMPLOYEES ASSOCIATED WITH THE ORGANIZATION, SUCH AS BUT NOT LIMITED TO, COACHES, ASSISTANTS, OFFICERS, REFEREES, VOLUNTEER AIDS, ADMINISTRATIVE PERSONNEL, INSTRUCTORS AND THE LIKE, WHO HAVE A SIGNIFICANT LIKELIHOOD OF REGULAR CONTACT WITH CHILDREN, HAVE BEEN CLEARED BY A BACKGROUND SCREENING IN ACCORDANCE WITH THE APPLICABLE LAWS OF THE COMMONWEALTH OF PENNSYLVANIA AND THE CHILD PROTECTIVE SERVICES LAW. THIS INCLUDES THE FOLLOWING CLEARANCES OR OTHERS AS MAY BE REQUIRED BY LAW.

1. PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK
2. PENNSYLVANIA DEPARTMENT OF PUBLIC WELFARE CHILD ABUSE CLEARANCE
3. FBI FINGERPRINT SCREENING
4. RESIDENT AFFIDAVIT / AFFIRMATION

A LIST OF ALL INDIVIDUALS (FIRST, MIDDLE, LAST NAME) THAT HAVE BEEN CLEARED BY THIS BACKGROUND SCREENING PROCESS AND ARE PARTICIPATING IS INCLUDED WITH THIS LETTER, OR HAS ALREADY BEEN PROVIDED TO SOLEBURY TOWNSHIP.

NO CERTIFICATION SHALL BE OLDER THAN FIVE (5) YEARS. EACH CERTIFICATION HAS BEEN PERFORMED IN ORDER TO ENCOMPASS THE ENTIRE DATES OF USE REQUESTED.

\_\_\_\_\_  
SIGNATURE OF APPLICANT / ORGANIZATION PRESIDENT

\_\_\_\_\_  
DATE