

PEQUEA TOWNSHIP ATHLETIC FIELD SCHEDULING POLICY

1. Purpose and Recognition. The purpose of this policy is to establish a set of procedures for scheduling the equitable use of the Pequea Township athletic fields. The Township recognizes its athletic fields are located within a public access parkland which shall remain open and accessible to the general public. The Township also recognizes the need for organizations and groups to be assured a consistent location to carry out regularly scheduled events.
2. Policy. All organizations and groups desiring to use the Township athletic fields shall abide by the following:
 - a. By February 15 of each calendar year, all organizations and groups desiring to use the Township athletic fields shall submit an Athletic Field Use Application to the Township for its review in scheduling use of the Township athletic fields for the next year. The Application shall be in a form provided by the Township and shall indicate the dates, times, and estimated number of people participating in the functions, practices, intramural events, and/or official games.
 - b. The Township will create a master annual athletic field schedule based on the timely submitted Athletic Field Use Applications. Organizations and groups submitting complete and timely Applications shall receive scheduling priority. The Township reserves the right to reject any and all Applications from those organizations, groups, and individuals who have violated any of the Township rules and regulations relating to the use of Township property or fail to submit a current certificate of insurance. The required certificate of insurance shall be submitted to the Township by February 15 of each calendar year. The minimum amount of insurance coverage shall be \$1,000,000.
 - c. Official Township functions take precedence over all other activities and requests. The Township reserves the right to pre-empt a scheduled event or activity with twenty-four (24) hours' notice to the affected group(s) or organization(s).
 - d. Once the properly submitted Applications have been scheduled, available dates will be made open to the general public.
 - e. No organization or group shall be permitted to reserve a Township athletic field for more than one year.
 - f. Township athletic fields must be left in a condition equal to or better than they were found.
 - g. No work is to be done or any changes made to the Township athletic fields without prior written approval of the Township Board of Supervisors.
 - h. All parking shall be in designated parking areas only.
 - i. Littering is strictly prohibited. All trash must be picked up at the end of each athletic event, including the area around the player benches, spectator- viewing areas and in designated parking areas.