

Wayne Township Facility Rules

10 Municipal Rd

Schuylkill Haven, PA 17972

The facility request form is provided for requesting the use of Wayne Township facilities for special events or recurring activities. Normal non-exclusive use of township facilities by individual residents for other than group or structured activities does not require the submission of the request form.

The request form must be completed and submitted at the Wayne Township office at least two (2) months prior to the requested date(s) of the planned event or activity. There is currently no fee for the use of township facilities, but we reserve the right to charge a security deposit or clean-up fee. You may deliver the completed form to the township office or mail them to P.O. Box 97, Friedensburg, PA, 17933.

Wayne Township personnel cannot be responsible for activity set-up. Individuals and groups using the township facilities shall provide personnel and materials for activity set-up. Any township equipment must be returned to its original location at the conclusion of the activity. Individuals and groups using the facilities shall clean up all trash and place it in the receptacles provided at the sites. If the provided receptacles are not large enough to hold the trash, the group or individuals shall remove the trash from the Township property and properly dispose of the trash with their private trash disposal company.

Should any damage occur to township facilities or equipment, a bill for the necessary repairs will be issued to the adult identified on the facility request form as the person with primary legal responsibility for damages with payment in full expected within 30 days of issuance. If the primary person does not pay within 30 days, the secondary person shall pay within 10 days after the initial 30 days.

Tobacco, firearms, alcohol, all-terrain-vehicles, motorcycles, skateboards and scooters are not permitted on the Wayne Township facilities.

A copy of your organization's liability insurance certificate must accompany your facility request. Athletic organizations shall provide a copy of their insurance certificate naming Wayne Township as additionally insured. If your team or organization does not carry liability insurance, you may request permission to use the field and provide a team roster with completed liability forms for each rostered player and coach. The Wayne Township recreation committee shall review all requests and authorize use of the field by teams and organizations.

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All persons/groups requesting use of Wayne Township facilities must return this completed form to the Wayne Township office at least **two months** in advance of the date requested.

Is the individual/group a resident of Wayne Township? YES _____ NO _____

Name of organization: _____

Address of Organization: _____

Type of Activity: _____ Number in Group: _____ Adults: _____ Children: _____

Name of Adult with Primary Legal Responsibility: _____

Phone: _____ Address: _____

Name of Alternate Responsible Adult: _____

Phone: _____ Address: _____

FACILITY INFORMATION

Facility Requested: _____ One-Time Use: _____ Seasonal Use: _____

Date(s) Requested: _____

Set-up Time: _____ Event Time: _____ Departure Time: _____

Special requests/notes: _____

Agreement: I/we accept full responsibility for all persons in attendance and for financial liability for any damage to Wayne Township property/equipment or injury to persons in attendance at the specified activities. My signature confirms that I have received and understand the agreement that governs the use of Township facilities

Signature: _____ Date: _____