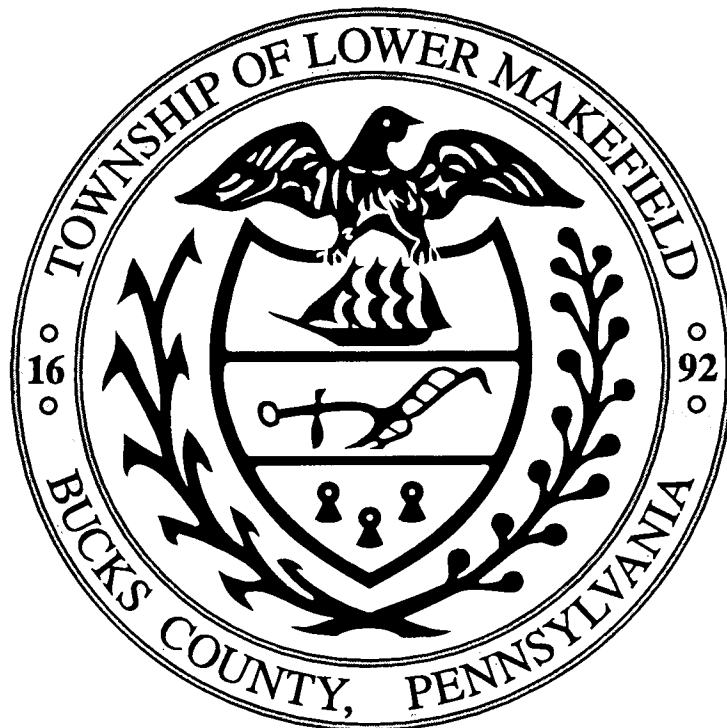


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LOWER MAKEFIELD TOWNSHIP  
PARK AND RECREATION DEPARTMENT

RULES, REGULATIONS, AND  
OPERATING PROCEDURES



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# MISSION STATEMENT

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*It is the mission of the Park and Recreation Department to administer the rules, regulations, and orderly development of the Township parks and recreational facilities for Lower Makefield Township individuals and sanctioned organizations for non-profit recreational purposes.*

*The use of these public facilities will be made in a non-discriminatory fashion with the intention of promoting participation for all residents of Lower Makefield Township subject to the rules and regulations as set forth within this document.*



# **I FACILITIES**

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## **A Rules and Regulations**

All rules and regulations shall be adhered to as found in Lower Makefield Township Ordinance #135, Park Rules and Regulations, as amended to date. *See Appendix B for a copy of this Ordinance.*

## **B Operating Procedure**

- 1 The Park and Recreation Department granting of a permit to use a Township Recreation Facility does not, in any way, constitute an endorsement by the Township of any group or its policies or mission.
- 2 The Park and Recreation Department reserves the right to deviate from any stated policies when necessary to resolve special problems which may occur from the use of facilities.
- 3 The Park and Recreation Department reserves the right to revoke prior approval of the use of a facility or facilities to accommodate special events or requests by other parties. The previously approved user group shall receive notification of the conflict by the Township at the earliest possible time, and all attempts will be made to accommodate the wishes of the damaged group for the rescheduling of their event.
- 4 The Park and Recreation Department reserves the right to refuse any application, revoke any approval of application, and/or cancel the proposed event/activity which has been previously approved, upon receipt of evidence that said event or activity violates any Township Policy, Regulation or Ordinance.
- 5 By its submission of an application, the applicant agrees that the Park and Recreation Department and Lower Makefield Township shall not be held responsible or accountable for any action taken in accordance with these policies, and shall be held harmless and immune from liability and suit by the applicant for its action taken pursuant to these usage policies.
- 6 Failure to comply with the criteria set forth in this document may result in forfeiture of privileges and immediate revocation of any prior approvals.

## **C Insurance Requirements**

A Certificate of Insurance showing general liability coverage in the amount of one million dollars (\$1,000,000.00), with Lower Makefield Township being named as an *additional insured* on the certificate, shall be furnished to the Township by any sanctioned league and/or group requesting facilities on a regularly scheduled basis or for a special event. *See Section II for Group Sanctioning and Section III for a description of Special Events.*

## **D Donations**

The Township reserves the right to accept or deny any donations of funds, materials, equipment or voluntary labor as it deems appropriate. The Township also reserves the right to designate the use of any such donation without regard for any stipulations which may be placed on the gift. However, the Township will endeavor to satisfy any reasonable request without encumbering itself to a special interest.

**E Township Support**

- 1 **Police** The Township police force is authorized to monitor usage of Township facilities and to enforce the rules and regulations set forth in Township Ordinance #135, as amended to date.
- 2 **Public Works** Lower Makefield Township shall maintain its facilities as delineated in the *Lower Makefield Township Recreational Facilities Maintenance Program*, adopted March 9, 1993. Costs associated with the maintenance of a facility may be passed along to the users in the form of a use fee paid upon filing an application for an event or league scheduling. *See Appendix E—Fees and Charges for a listing of associated costs.*
- 3 **Administration** The Township will endeavor to work with residents and Township sanctioned leagues or groups to schedule the use of facilities. All permits and use fees shall be administered by the Park and Recreation Department.

**F Application and/or Permit Procedure**

- 1 All requests for use of recreation facilities shall be submitted, in writing, on the *Facility Use Application* form. Applications can be obtained at the Lower Makefield Township Park and Recreation Department, 1100 Edgewood Road, Yardley, PA 19067. Telephone requests will not be accepted. *See Appendix C for a copy of this form.*
- 2 All applications for the use of Township facilities for a single event or occurrence shall be at least two weeks prior to the requested usage date.
- 3 Any organization wishing to regularly schedule the use of a Township facility must be *sanctioned* by the Department in accordance with the provisions of Section II—League or Organization Sanctioning. Township sanctioned leagues or groups shall submit applications at least thirty (30) days prior to the beginning of the proposed season schedule or the scheduled use.
- 4 All applications must be fully completed and signed by the applicant. If the applicant is an organization, the application shall be signed by an officer of the organization. Only Township residents may apply for facility usage, and organizations shall have a resident as the officer making such application.
- 5 If the application is approved, the Park and Recreation Department shall issue a permit. If the application is denied, the applicant shall be so notified, in writing, of the denial and the reason(s) for same.
- 6 After a permit is granted, the applicant shall have the permit form available for inspection during the scheduled event as a means of properly identifying the user's rights to the facility. Anyone bearing a permit form has priority usage of the permitted facility over any other group or individuals.

**G Facilities Management**

- 1 In order to promote healthy turf and to facilitate its management, individual soccer fields are subject to a maximum weekly usage of approximately ten (10) hours. League field usage schedules, for both games and practices, must be submitted to the Park and Recreation Department and are subject to review and require the approval of the Department.
- 2 In order to avoid damage to the fields during the inclement months, there will be no scheduled usage of playing fields from December 15 through March 15.
- 3 Tennis courts are open daily from March 15 through December 1.
- 4 All recreational facilities and any equipment found on the sites are to be used for their intended purposes only. Deviations from this policy must be granted prior approval, in writing, by the Park and Recreation Department. There shall be no temporary or permanent installation of any equipment on, or alterations to, Township property without the prior written approval of the Township.

**H Closing Recreational Facilities**

The Director of Public Works is authorized to close facilities when he/she deems that use during foul weather or other such conditions are detrimental to the recreational facility. Those persons or organizations holding use permits for a period when the facility must be closed shall be notified of such by the Township. The Township Police are authorized to close any facility upon determination that the health or safety of the public is endangered or that Township property is in jeopardy. The Township, in exercising this authority, shall not be held liable for any damages due to the canceling of an event.

**I Concession Facilities**

- 1 Operation of Township concession facilities shall be limited to Lower Makefield Township sanctioned leagues and organizations.
- 2 Revenues obtained from the sale of goods at concession facilities are to be used for sustaining or supporting the sanctioned organization or league.
- 3 A fee will be charged for the use of the concession facilities, to defray maintenance costs of the facility.
- 4 All leagues or organizations requesting the use of the facilities shall file a *Concession Facility Use Application* two weeks prior to the proposed usage date. If approved, a written permit will be issued. If the application is denied, the applicant shall be notified, in writing, as to the conditions of the denial. *See Appendix D*
- 5 Leagues and organizations using Township concession facilities must satisfy all Bucks County Board of Health regulations when handling food for public consumption.

**J Security, Building Access and Lighting Keys**

- 1 Township keys are not to be duplicated for any reason.
- 2 There is a refundable security deposit required for the use of any Township key. This deposit is refundable only upon the return of the key. Keys are available for pick-up only on the day of the scheduled event and must be returned during the following business day. Persons retaining keys which are not returned during that period will forfeit their deposit and future usage privileges.
- 3 Building and lighting keys will be distributed to Lower Makefield Township sanctioned leagues and organizations for their use during a given playing season. Keys and alarm codes will be distributed to only one person from each league or organization. The assigned person has sole responsibility to assure proper usage of the buildings and lighting control boxes. All keys shall be returned to the Park and Recreation Department at the end of the playing season.
- 4 Any person, league or organization who trips the alarm at Macclesfield Park without an emergency being present, may be required to reimburse the Township for maintenance costs associated with such an occurrence.
- 5 Any person, league or organization making use of a building and/or non-metered lighting shall have prior written permission from the Park and Recreation Department. All usage of the buildings at Macclesfield Park and any lighting usage for playing fields shall not deviate from any proposed schedule as submitted within the application without prior authorization from the Department. Any deviations of approved scheduled usage contained within the use permit on record at the Park and Recreation Department is cause for immediate return of the Township keys. Should it be deemed that a user has maliciously misused the rights associated with the possession of a Township key, prior permission to facility usage shall be revoked. The Park and Recreation Department shall determine if and when the user may regain access privileges to the requested facility.

**K Storage of Equipment**

No items shall be stored in Township buildings without prior notification and the written approval of the Park and Recreation Department. All requests for storage of equipment must be made in writing to the Park and Recreation Department. A written response will be sent to the applicant stating whether the request is approved or denied.

**L Fees & Charges**

Use Fees and charges will be reviewed on an annual basis, being based on the operational maintenance costs of providing the recreational facilities. *See Appendix E for a schedule of fees and charges which may be requested within an application.*

**M Identification of Recreational Resources**

<b>Macclesfield Park</b>	<i>along River Road near the Township/Yardley Borough border</i>
	6 Regulation soccer fields (2 lighted)
	2 Babe Ruth baseball fields (1 lighted)
	1 Softball field
	4 Pee Wee soccer fields
	2 Volleyball Courts
	1 Picnic grove
	1 Tot lot play area
<b>Community Park</b>	<i>North of Edgewood Road near the Township Building</i>
	1 Softball field (lighted)
	1 Picnic Grove
	1 Childrens' Playground (Kid's Kingdom)
	1 Basketball court (lighted)
	4 Tennis courts (lighted)
	1 Nature trail
	Community Pool Complex *
	<i>South of Edgewood Road across the road from the Township Building</i>
	3 Little League baseball fields
	1 Volleyball court
<b>Edgewood Village Park</b>	<i>Edgewood Road at the intersection of Heacock Road</i>
	2 Mini Soccer fields
	1 Tot Lot
	1 Picnic Table
<b>Heacock Field</b>	<i>Heacock Road near the intersection with the railroad tracks</i>
	1 Regulation Soccer field
	1 Volleyball Court
<b>Five Mile Woods</b>	<i>along Big Oak Road</i>
	231 acres of natural area
<b>Other Tennis Courts</b>	4 <i>along Schuyler Road within Yardley Hunt</i>
	4 <i>along Revere Road within Yardley Hunt</i>
	2 <i>along Cardinal Drive within Heacock Meadows</i>
<b>Other Playgrounds</b>	3 <i>within Heacock Meadows</i>
<b>Bike Path System</b>	<i>A continually developing bike path system is available throughout the Township. See Appendix A for delineation of this system.</i>

\* Available on seasonal membership basis only. For membership information call 493-3646.

Maps with facility layouts and/or locations can be found at the back of this policy statement.  
See Appendix A



## II LEAGUE OR ORGANIZATION SANCTIONING

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An organization applying to offer a “league” use and/or the scheduling of Township facilities must be sanctioned by the Department. To facilitate the Department’s review of organizations offering services to the Township’s residents, the following criteria must be met by any organization applying for *sanctioning* by the Park and Recreation Department:

- 1 Show proof of non-profit status with the Internal Revenue Service or that an application for such status is pending;
- 2 Submit a list of the Board of Directors and Officers of the organization;
- 3 Submit a *Certificate of Insurance* showing general liability coverage in the amount of one million dollars (\$1,000,000.00) naming Lower Makefield Township as an additional insured;
- 4 Submit the by-laws of the entity and a mission statement of the organization;
- 5 Submit financial information itemizing any fees charged, the yearly operating budget of the organization and any associated costs with running the league. Also, organizations shall provide their current balance sheets, income statements, and copies of IRS submissions;
- 6 Show proof that the financial officer of the organization is bonded;
- 7 Submit a recap of membership statistics for the previous year; *See B below and Appendix F*
- 8 Submit copies of training courses being offered to coaches, if any;
- 9 Submit player rosters with names, addresses and municipality of the registrants for a given playing season. All rosters shall be submitted for each division within the organization. These rosters must be submitted to the Park and Recreation Department no later than two weeks after the leagues registration;
- 10 To have priority usage of Township facilities and to be considered *sanctioned* by the Township, a minimum of 80% of all “intramural” programs participants shall be Lower Makefield Township residents. These intramural programs are considered to be instructional and non-competitive in nature. Residency content may be quantified on a league basis, not necessarily on a team-by-team basis;
- 11 To have priority usage of Township facilities and to be considered *sanctioned* by the Township, a minimum of 50% of all “travel” programs participants shall be Lower Makefield Township residents. This type of program is considered to have reciprocal field access within its competition with non-Township organizations on a “home and home” basis. Travel programs are considered competitive by nature and therefore acceptable at the 50% ratio if the organization offers non-travel team Township residents commensurate access to Township facilities within other divisions of the organization, such as an intramural program as described above. Organizations which offer travel team participation only will not be sanctioned, and will not be permitted scheduling of the facilities. Residency content may be quantified on a league basis, not necessarily on a team-by-team basis. *See B below*

Rules and Exceptions governing the sanctioning of an organization:

- A The Park and Recreation Department will not be able to sanction any organization without the above criteria having been met. All information is required to be submitted on a yearly basis for each organization.
- B Newly formed organizations shall meet all criteria above with the exception of #7 and #11. After the first year, the league will then be required to meet the criteria of #7. A new organization will be given a two year period to implement an intramural program to comply with the criteria of #11.
- C Any organization meeting the sanctioning criteria will be given fair and equal treatment in gaining access to and scheduling of the playing facilities. The Park and Recreation Department will be guided by the Mission Statement in resolving conflicting demands for limited resources.
- D Any sanctioned organization requesting facilities for a special event, such as a tournament, shall refer to Section III.

### III SPECIAL EVENTS

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#### A Definition

A special event is one which is distinguished by some unusual quality and requires special attention by the Township staff, such as, but not necessarily limited to, the following:

- parades
- festivals
- races
- the performing arts
- camps
- tournaments

#### B Township Sponsored versus Private Designations

- 1 **Township Sponsored** A special event is considered *Township Sponsored* if any revenues in excess of the expenses to stage the event benefits the community at large.

*A township sponsored special event will not incur any additional costs for police assistance, public works assistance, and administrative assistance. Such services, should they be required, will be provided free of charge by the Township.*

- 2 **Private** A special event is considered *Private* if the funds generated from the event are kept by the event sponsor and placed in a capital or private fund.

*A privately sponsored event will incur costs for the Township to provide police assistance, public works assistance, and administrative assistance. A deposit totaling the estimated cost of services will be required at the issuance of the event permit. A non-negotiable invoicing of the costs of services will be sent to the sponsor from the Township itemizing all expenses incurred by the sponsor during the event. For fees and charges for such services during special events, see Appendix E.*

#### C Applications and Permits Procedures

- 1 All requests for a special event and the facilities associated with same shall be made on the *Special Events Request Application* (See Appendix G) and filed with the Park and Recreation Department. A fully completed *Tournament Request Application* (See Appendix H) must be filed with the Department for this special event.
- 2 In order to adequately schedule and service a special event, all requests for same must be submitted at least 60 days prior to the date requested.
- 3 All applications shall be fully completed and bear the signature of the applicant. If the applicant is an organization, the application shall be signed by an officer of the organization. Only Township residents may make application for facilities for a special event, and any organization must have a Township resident who is an officer of the entity making application for such event.
- 4 After the application is completed and submitted to the Park and Recreation Department for review, the request shall be acted upon expeditiously. If approved, the applicant will be issued a permit granting the special event after any required deposits are made. If denied, the applicant will be notified, in writing, as to the conditions of the denial.

**C Applications and Permits Procedures** *continued*

- 5 The Park and Recreation Department reserves the right, without being liable for suit or damages, to refuse any application due to its being incomplete or the event being deemed inappropriate, revoke any prior approval of an application and/or cancel the proposed event or activity which has been previously granted a permit for any infractions of the rules of conduct of the facility, any violation of any governing Township Ordinances, or the field conditions being deemed unsuitable at the time for the scheduled event. The Township Police may close any event should it be deemed that such event, and/or its participants may jeopardize public safety.
- 6 The Public Works Director shall at anytime during the event have the authority to close the facilities if it is deemed necessary. Closure may be due to weather conditions or if it has been determined that further usage may be detrimental to the recreational facility. Those holding permits shall be notified of the closing and the reasons for same. Should a closure be necessary, the event sponsor shall fully cooperate with the judgment of the Public Works Director and facilitate an orderly closure of the event and disbanding of the participants.
- 7 After a permit is granted, the applicant shall have the permit form available for inspection during the scheduled event as a means of properly identifying the user's rights to the facility. Anyone bearing a permit form has priority usage of the permitted facility over any other use group or persons.
- 8 Applications can be obtained at the Lower Makefield Township Park and Recreation Office, 1100 Edgewood Road, Yardley, PA 19067.

**D Township Support and Services**

Township support and services required for a special event generally come from the following three areas:

- Township Police
- Township Public Works Department
- Township Administration

All Township costs will be invoiced as a reimbursable expense for private special events, are as indicated within *Appendix E*.

*The Lower Makefield Township Park and Recreation Board recommended the Board of Supervisors adopt this document on June 14, 1994*

*Adopted by the Lower Makefield Township Board of Supervisors:*

June 20, 1994

Resolution #876

*date*

