

## Security and Access Policy

1 Building and lighting keys will be distributed to Lower Makefield Township sanctioned leagues and organizations for their use during a given designated season. Keys and alarm codes will be distributed to only one person from each league or organization. The assigned person has sole responsibility to ensure 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 designated season.

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 keys. 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.

3 Township keys are not to be duplicated for any reason.

4 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 Township Parks and Recreation Facilities 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 when the user may regain access privileges to the requested facility.

5 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 costs associated with such an occurrence.