



# Lower Providence Township

## Department of Parks and Recreation

The Lower Providence Township Parks & Recreation Department invites you to reserve covered picnic pavilion areas, meeting rooms and athletic fields in the township.

### **FACILITY RENTAL INFORMATION**

- Audubon Recreation Fields Eagleville Park - Gaugler Field
- Eagleville Park - Pavilion
- Eagleville Park - Tennis Courts
- Eagleville Park - Basketball Court
- Eagleville Park - Bocce Court
- Eagleville Park - Multipurpose Field
- Eskie Park - Pavilion
- Eskie Park - Baseball Field
- Eskie Park - Basketball Court
- Evansburg Point Park – Multipurpose Fields
- Hoy Park
- Level Road School House (max. capacity 50)
- Redtail Park - Baseball Field
- Redtail Park - Multipurpose Field
- St.Gabriel's Park - Multipurpose Field

#### **AVAILABILITY OF PICNIC PAVILIONS**

April – October  
Sunday - Saturday  
9am – dusk

#### **AVAILABILITY OF COURTS**

April – October  
Sunday - Saturday  
9am – dusk

#### **AVAILABILITY OF FIELDS**

March – November  
Sunday- Saturday  
9am - dusk

#### **AVAILABILITY OF LEVEL ROAD SCHOOL HOUSE**

January – December  
Sunday - Saturday  
8am - 10pm

**\*Availability dependent upon the Lower Providence Township Parks & Recreation program schedule\***



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### **FACILITY RENTAL RULES AND REGULATIONS**

**Availability:** You must call **(610) 635-3543** to confirm the availability of the date and facility you would like to reserve before submitting your forms and fee(s). *Reservations must be made at least seven (7) days in advance of the date requested.*

**Payment:** Payment (security deposit, and rental fee - if applicable) is due at the time of reservation along with a completed facility rental agreement forms and proof of insurance. **NOTE:** If paying by check, a separate check must be written for each fee and made payable to: "Lower Providence Township". *Payment by Credit Card is preferred.*

**Liability Insurance Requirements:** If you are required to provide proof of insurance, please submit a copy of a homeowner, condo or tenants policy with a minimum of \$100,000 liability if you are an individual. Leagues and/or businesses shall provide a certificate of insurance in the amount of \$1,000,000 / \$3,000,000 bodily liability, \$1,000,000 property damage. Lower Providence Township shall be listed as an additional insured.

**Liability Insurance Requirements for Vendors:** All private contractors, which include but are not limited to; moon walks, dunk tanks, tethered hot air balloon rides, tent rentals, etc., must provide evidence certifying insurance coverage in the amount of \$1,000,000 combined single limit liability insurance policy naming "Lower Providence Township, its Elected Officials, Employees, and Volunteers" as Additional Insured to said policy. The minimum coverage is \$1,000,000 policy as directed by the Township's attorney.

**NOTE:** The following activities will not necessitate an insurance certificate:

\*Disc Jockey \*Bands \*Entertainers \*Caterers

**Cancellations:** There will be **NO** refunds given for a facility rental unless cancellation is given **IN WRITING 7 DAYS PRIOR TO THE RESERVATION DATE.**

**NOTE:** All cancellations are subject to a fee of 50% of the rental cost.

This fee will be deducted from the security deposit if no rental fee was paid.

**Rainouts:** If weather conditions (at the park) prohibit use of the facility, you must notify the Parks Department by phone at (610) 635-3543, prior to your scheduled time on the day of your event.

In the case of a rainout:

- You are entitled to reschedule your rental to an available date during the current year.
- Or -
- The rental fee may be refunded to the applicant. **NOTE:** Partial use = NO REFUND

**Alcoholic Beverages:** Alcoholic Beverages are PROHIBITED in all parks and facilities. These beverages may not be sold, possessed, distributed or consumed under any circumstances. Individuals and groups violating this ordinance are subject to citation and fines.

**Smoking:** smoking is PROHIBITED in the Level Road School House and within fifty (50') feet of any athletic field, or play structure.

**Parking:** Vehicles shall not park or drive along the walking paths in the parks. Vehicles must park in designated lots marked for parking purposes only.

**Use Of Surrounding Facilities:** A pavilion permit does **NOT** reserve or entitle the group to utilize or reserve the surrounding facilities. The group may use the fields, courts, play structures, etc. if available.

**Requesting Keys For Indoor Facilities:** Keys may be picked up the day of, or day before rental, depending on the date requested. Keys are only available Monday through Friday 8:30am - to 4:30pm at the Park & Recreation Building, located in the Township Complex. Please note all weekend rentals require facility keys to be picked up by 4:30pm on Friday. Keys must be returned within 5 business days after rental use or the security deposit will be forfeited.



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### RENTAL RATES

#### Park Pavilions

	<u>Fee</u>	<u>Security Deposit</u>
Resident/ Resident Organization	\$25	\$100
Non Resident/ Non Resident Organization	\$75	\$100

#### Level Road School House

	<u>Fee</u>	<u>Security Deposit</u>
Resident/ Resident Organization	\$25	\$100
Non Resident/ Non Resident Organization	\$75	\$100

#### Ball Fields / Multipurpose Fields

	1 Game/Practice (2 hours)	1 Game/Practice per week (13 weeks)	2 Game/Practice per week (13 weeks)	<u>Security Deposit</u>
Resident/ Resident Organization	\$25	\$150	\$250	\$500
Non Resident/ Non Resident Organization	\$50	\$325	\$650	\$500

\*Request of 3 or more games per week will be based on 2 games per week fee.\*

#### Tennis / Basketball / Bocce Courts

	<u>Fee</u>	<u>Security Deposit</u>
Resident/ Resident Organization	\$2.00/hour per court	\$100
Non Resident/ Non Resident Organization	\$6.00/hour per court	\$100

\* If a reciprocal facility use agreement is in place between a private school / organization and the Township, fees may be reduced or waived.\*

\*The option to waive or reduce fees shall be determined by the Township Manager or his / her designee.\*

**NOTE:** Resident group rates apply only if the group is based in Lower Providence Township. Otherwise, the Township reserves the right to request proof of group roster (name & address) to verify the alternative “resident group” status which consists of a team roster representing that at least 50% of the organizations participants reside in Lower Providence Township. **Otherwise**, Non Resident rates will apply to the group rental. NO EXCEPTIONS WILL BE MADE.

**Example:** 1.) If a Township resident submits an application for a church, school or business that is not located in the Township, it will be assigned a non-Township classification and charged a Non Resident fee. 2.) If an athletic organization, based outside Lower Providence Township submits an application, that organization will be charged a Non Resident fee unless able to provide proof in the form of a roster confirming that at least half the participants reside in LP Township.

For Additional Info Contact:

**LOWER PROVIDENCE TOWNSHIP • DEPARTMENT OF PARKS & RECREATION**

30 PARKLANE DRIVE • EAGLEVILLE, PA 19403

PHONE: (610) 635-3543 • FAX: (610) 539-6210

[www.lowerprovidence.org](http://www.lowerprovidence.org)