

Lower Gwynedd Township Parks & Recreation Department
1130 N. Bethlehem Pike, P.O. Box 625
Spring House Pa 19477-0625
Phone: (215) 646-5302 Fax: (215) 646-3357

Facility Permit

Organization: _____ Purpose of Use: _____

Contact Name(s) _____

Address: _____ City _____ State _____ Zip _____

Work Phone _____ Home Phone _____

Please check the desired areas:

Please note: Playground areas are for public use and may not be permitted for exclusive use.

Penllyn Woods

- _____ Penllyn Woods Building ~ Del Rotelle Meeting Room
- _____ Concession Area

(Please read the separate Rules and Regulations for the Penllyn Woods Building)

- _____ Bruce Talus Field L.L. Field (entrance to the park)
- _____ Advanta L.L. Field (past first parking lot)
- _____ Cutler Group 90' Field (farthest field)
- _____ Multipurpose Field (L.L. outfield)
- _____ Janney Money Management Service Soccer Field (behind Bruce Talus Field)
- _____ First Union Pavilion (next to Soccer Field) _____ Electricity (additional \$15)
- _____ Rohm-Haas Pavilion (next to Cutler Group 90' Field) _____ Electricity (additional \$15)

Penllyn Park

- _____ Spring House Plaza Associates Little League Field
- _____ Picnic Pavilion _____ Electricity (additional \$15)
- _____ Basketball Court _____ Tennis Court

Pen-Amblor

- _____ Basketball Court
- _____ 90' Baseball Field

Ingersoll Park

- _____ Minor League (Mike O'Brien) Field
- _____ Major League (Bob Strimel) Field

Oxford Park

- _____ Softball Field _____ Picnic Pavilion _____ Electricity (additional \$15) _____ Basketball Court
- _____ Volleyball Court _____ Game Area (Bocci Ball, Shuffle Board & Horseshoes)

Number of people expected: _____ Number of cars expected: _____

Please note the Penllyn Woods Building has a maximum capacity of 40 persons

Date(s) _____ Rain Date _____

Time: (includes set-up & clean-up) _____ (in) _____ (out) _____

Please note Park Hours are from Sunrise to Sunset

For Official Use Only ~ Approval

Security Deposit: _____ Permit Fee: _____ Total Due: _____

Check # _____ Check # _____ Rcpt #: _____

Notifications: _____ Police _____ Highway _____ Park Attendants

Approved By: _____ Date: _____

Rules and Regulations

1. No person or persons without a special permit shall be allowed in the parklands except between the hours of sunrise and sunset.
2. No vehicle shall be used or parked in any roadway or section of the parklands except in areas designated for such purposes. No person shall operate any motor powered vehicle within any of the parklands except as required by emergency. Mini-bikes, motor bikes, go-carts, snowmobiles, or any other like vehicle propelled by a gasoline internal combustion engine or propelled by any other kind of fuel are expressly prohibited in park areas.
3. No person shall bring any alcoholic beverage or any illegal drugs to any of the park areas either for his/her own use, or for the use of any other person. Violators are subject to \$300 fine, per Township ordinance.
4. Pet animals shall be permitted in posted areas and shall be in owner's control (leashed) at all times.
5. Groups or parties wishing to reserve a park facility shall apply for a permit prior to occupancy. Application for a permit must be made at least two (2) business days before the time the group or party desires to occupy the park and scheduled reservation fees must be paid in advance.
6. There shall be no hunting, trapping, guns, bows, and arrow, or weapons of any kind permitted on park property.
7. The Lower Gwynedd Township Police Department will enforce all permits, park rules and Township regulations.
8. Permit holders are required to have a copy of the approved permit with them whenever using a park facility where such a permit is required.
9. Pavilion users, if your event is being catered you must supply the Township with an insurance certificate.
10. Organized Sport Association {youth and adult}, must submit a Insurance Certificate naming Lower Gwynedd as an additional insured party.
11. Moon Bounces and other inflatable devices are prohibited.
12. Open fires or grills are prohibited.
13. Park users are urged to immediately report any suspicious activity or vandalism to the Lower Gwynedd Township Police Department (215) 646-5303, in an emergency dial 9-1-1.
14. No person shall dispose of any waste or garbage in the parklands, except in a receptacle designated for the respective purposes.
15. No person shall injure, deface or destroy any notices, rules or regulations posted within the park areas, nor shall any person post, within such park lands, any notices or placards other than official signs and notices posted by and under the authority of the park and the Township.
16. Lower Gwynedd Township shall not be held responsible for any injury sustained by any individual during the course of recreational activities taking place on the parklands.

Rules & Regulations Penllyn Woods Building & Concession Area

1. The recreation facility Del Rotelle meeting room is available for rent seven days a week providing the facilities are not scheduled for recreation activities. Exceptions are Township approved holidays.
2. User is solely responsible for the set up and clean up for the facility. Set up and clean up time is included in the reservation.
3. User shall not be permitted to nail, tack, screw, staple or otherwise physically attach materials to any part of the recreation facility.
4. Reservations will be accepted from adults only (21 years and older). The permit holder must be present during their event.
5. Youth under the age of 16 are not permitted in the concession and are not permitted to operate any appliances in the concession area.

Rules & Regulations Penllyn Woods Building & Concession Area Continued

6. Groups or parties wishing to reserve a park facility shall apply for a permit prior to occupancy. Application for a permit must be made at least two (2) business days before the time the group or party desires to occupy the park and scheduled reservation fees must be paid in advance.
7. The size of the group will be limited to the seating capacity of the room 40 persons.
8. No person shall bring any alcoholic beverage or any illegal drugs to any of the park areas either for his/her own use, or for the use of any other person. Violators are subject to \$300 fine, per Township ordinance.
9. There is to be no smoking in the building.
10. Scheduled Township activities will not be canceled to provide space.
11. Users agree to leave the premises in as good or better condition than which existed prior to their usage:
 - a. All trash must be placed in the appropriate receptacles.
 - b. All tables and chairs shall be cleaned off and put away in their original location.
 - c. All decorations must be removed.
 - d. Lights extinguished.
 - e. Any appliances that were used must be turned off.
 - f. Any utensils, pans, etc. belonging to the concession area are to be cleaned and put back where they were found.
12. Lower Gwynedd Township is not responsible for providing paper products, plastic ware, cooking utensils and other cooking supplies.
13. Permit holders are required to have a copy of the approved permit with them whenever using a park facility where such a permit is required.
14. Lower Gwynedd Township reserves the right to terminate any gathering that becomes excessively loud or out of control.
15. The appropriate adjustments to the buildings heat/ air conditioning system will be made prior to any group using the building.
16. Park users are urged to immediately report any suspicious activity or vandalism to the Lower Gwynedd Township Police Department (215) 646-5300, in an emergency dial 9-1-1.
17. The Lower Gwynedd Township Police Department will enforce all permits, park rules and Township regulations.
18. Lower Gwynedd Township shall not be held responsible for any injury sustained by any individual during the course of recreational activities taking place on the parklands, Penllyn Woods Community Building or Concession Areas.
19. If your event is being catered the user must supply the Township with an insurance certificate.

Security Deposit Refundable if:

- No littered trash / food thrown on & around grounds
- No damage to structure (including stapling, tacking of posters or signs), furnishings and fields.
- User leaves the premises in as good or better condition than which existed prior to their usage.
- User has followed all the Park Rules & Regulations.
- All equipment has been returned in good order.
- The deposit is to be returned at the discretion of the Recreation Director

I have read and understand the above Rules and Regulations

Signature

Date

Field Use & Facility Fee Schedule

Facility	Resident	Non ~ Resident	Business Group
Security Deposit Required for all Facility Use	\$200	\$200	\$200
<i>Baseball / Soccer Fields</i>			
Youth Associations	N/A		
Non ~ Profit Groups	N/A		
Individual 1 Time Use	\$50	\$70	\$80
Team Full Season (5 Consecutive Weeks of play or more) One day a week use	\$210	\$240	\$220
One Week Consecutive Use (Mon.- Fri.)	\$370	\$400	\$420
<i>Picnic Pavilions</i>			
Up to 4 hours	\$35 (up to 4 hrs)	\$60 (up to 4 hrs)	\$100 (up to 4 hrs)
Up to 8 hours	\$ 65 (up to 8 hrs)	\$100 (up to 8 hrs)	\$ 200 (up to 8 hrs)
Electricity	\$15	\$15	\$15
<i>Basketball, Tennis, Volleyball Courts</i>			
Individual 1 Time Only	\$25	\$35	\$55
Team Full Season (5 Consecutive weeks of play or more.) One day a week use	\$150	\$150	\$150
One Week Consecutive Use (Mon.- Fri.)	\$300	\$300	\$300
Game Area (Oxford Park)			
<i>Bocci Ball, Shuffleboard, Horseshoe</i>	Included in the	Facility Deposit	
Penllyn Woods Community Building	\$55 per hour	\$85 per hour	\$ 115 per hour
Revised: December, 2011			