

ADMINISTRATION**P:** 724. 274. 4550**F:** 724. 274. 9522**E:** admin@harmartownship-pa.gov**W:** www.harmartownship-pa.gov**HARMAR TOWNSHIP****701 Freeport Road
Cheswick, PA 15024 - 1208****BOARD OF SUPERVISORS**Patricia Janoski, Chairperson
Robert W. Seibert, Jr. Vice Chairperson
Robert Exler, Supervisor
Lee Biermeyer, Supervisor
Harry Lenhart, Supervisor

**HARMAR TOWNSHIP'S
RECREATION FACILITIES POLICIES****INTRODUCTION**

This policy document sets forth the requirements and restrictions that govern reservation and use of the Harmar Township's Recreation Facilities to include: Acme Park, Terrace Drive Park, Highbury Park, and the Harmar Hurricane's Soccer Complex.

These policies have been enacted by the Township Board of Supervisors in an effort to provide a safe and enjoyable outdoor atmosphere and experience for the residents of Harmar Township; and to protect and maintain Township's real property and material assets.

The Harmar Township Board of Supervisors reserves the right to change and/or implement new policies and/or procedures at any time (via Resolution of the Board of Supervisors per Ordinance #271 of January 12, 1987) in an effort to protect the residents of Harmar Township as well as the Township's real property and material assets.

NO ENDORSEMENT

Permission for use of the Township's Recreation Facilities does not in any way constitute an endorsement of the Applicant's beliefs by the Township Board of Supervisors. No advertisement or announcement implying such endorsement shall be permitted. Use of the Township's mailing address or the directing of calls regarding any activity to the Township's telephone is prohibited.

EQUAL OPPORTUNITY

All non-Township activities to take place at the Township's Recreation Facilities are open to all citizens, regardless of age, sex, race, religion, national origin or physical handicap.

HANDICAP ACCESS

To the extent necessary, it shall be the responsibility of the group hosting an activity to provide any and all reasonable accommodations for persons with disabilities to the extent required by the Americans with Disabilities Act.

INDEMNIFICATION

- The Board is not responsible for loss or theft of personal property.
- The Applicant shall agree to indemnify, defend and hold harmless, the Township for any loss, injury, claims, damages or harm that occurs to participants of the use/event while on Township property.

IMPLEMENTING POLICY

The Township Secretary/Treasurer as authorized by the Township Board of Supervisors shall oversee implementation of this policy and shall set forth the procedures of this policy.

AVAILABILITY AND APPLICATION FOR USE

- Applications are available on-line or at the Township Building.
- Applications will be reviewed on a first-come, first-serve basis.
- Applications from individuals that request certain facilities to be reserved for a specific date and time shall only be received from and given consideration to Township residents [Ordinance 271, Section 2].
- Applications from groups such as local leagues and organizations (i.e. Little League, Soccer Association, etc.) that request certain facilities to be reserved for specific dates and times shall only be received from a member of the group's Executive Board who is also a Township resident [Ordinance 271, Section 2]
- Applications from groups or organizations (i.e. local churches, clubs, etc.) shall be limited to no more than one time in any 30 day period.
- No application beyond six (6) months or 180 days from the date of submission shall be accepted.
- The Township reserves the right to refuse to grant a request. The denial for the request shall be provided to the Applicant in writing.

RENTAL FEE

- Cash or a check in the amount of \$25.00 made payable to Harmar Township. Multi-day events shall be calculated at \$25 per day. The Rental Fee covers the cost to the Township for the post-use inspection, garbage removal, and cleaning the facility after each event. In addition, the fee covers the cost of paper products (toilet paper and garbage bags).

SECURITY DEPOSIT

- A check in the amount of \$50.00 made payable to Harmar Township will be held by the Township as a security deposit for all uses/events.
- The Security Deposit will be returned to the Applicant provided:
 - The Recreation Facility, after inspection, is found to be left in the same condition as it was prior to the use/event.
- The Security Deposit will be forfeited to the Township provided:
 - The Recreation Facility, after inspection, is found to be left in an unacceptable condition and/or it is found that the Facility has sustained damage(s) other than normal wear and tear.
- The Applicant shall also be responsible for damages that exceed the \$50.00 deposit.

SECURITY DEPOSIT FOR SEASONAL ORGANIZATION USERS

- A check in the amount of \$250.00 made payable to Harmar Township will be held by the Township as a security deposit for all uses/events.
- The Security Deposit will be returned to the Applicant provided:
 - The Recreation Facility, after inspection, is found to be left in the same condition as it was prior to the use/event.
- The Security Deposit will be forfeited to the Township provided:

- The Recreation Facility, after inspection, is found to be left in an unacceptable condition and/or it is found that the Facility has sustained damage(s) other than normal wear and tear.

The Applicant shall also be responsible for damages that exceed the \$250.00 deposit.

KEY DEPOSIT

- A check in the amount of \$50.00 made payable to Harmar Township will be held by the Township as a security for key access and distribution to Applicants who request to use a keyed facility.
- The Key Deposit will be returned to the Applicant provided:
 - The key is returned to the Township Municipal Office within 48 hours of the use/event.
- The Key Deposit will be forfeited to the Township provided the key is not returned within 48 hours.

KEY POLICIES FOR SEASONAL ORGANIZATION USERS

- Organizations may request up to five (5) keys.
- A completed application with the names and contact information of the key holders will be kept on file.
- A check in the amount of \$50.00 per key requested and made payable to Harmar Township will be held by the Township as a security for the return of the keys.
- The key deposit will be returned to the Organization provided all keys distributed are returned no later than December 1st of each year.
- The entire Key Deposit will be forfeited to the Township provided all keys as distributed are not returned by December 1st of each year.

RESERVATION PLACARDS

- Upon approval of an application for Use, the Township shall provide the Applicant with a Reservation Placard that may be hung at the Facility (specifically for Pavilion Use) to announce the reservation of the Facility for your event.
- Placards may be placed/hung at the Facility not more than 48 hours prior to the event.

HOURS OF OPERATION

- The Township's Recreation Facilities are open for reserved, organized recreation daily from May 1 – October 31 from 7:00 am to 9:00 pm [Ordinance 271, Section 3].
- Residents may use the Township's Recreation Facilities from November 1 – April 30 for passive recreation wherein no reservations for use will be accepted or granted; and wherein the park is open from 7:00 am to 6:00 pm [Ordinance 271, Section 3].

PARKING

- All vehicles are to be parked in designated parking areas ONLY. Please be observant and courteous to designated handicap parking spaces.

RESTROOM USE

- Do not place foreign objects in the commodes/urinals that would prohibit the free flow of water when flushed.
- Be sure that all water faucets are off and that no commodes/urinals are running.

RULES OF CONDUCT

- The possession and/or use of alcohol, tobacco, controlled substances, and illegal drugs, on Township Property is **STRICTLY PROHIBITED***.
- The possession and/or use of firearms, arrows, air or spring rifles, slings, weapons (as defined by the PA Uniform Firearms Act) is **STRICTLY PROHIBITED***.
- The possession and/or use of fireworks or explosives is **STRICTLY PROHIBITED***.
- Threatening, abusive, profane or obscene language is prohibited.
- All users must respect the condition of the facilities and equipment. No person shall damage, deface, destroy or remove any Township property or equipment. Damages must be reported to the Township Administrative Office. The Applicant will be held liable for damages and future use of Park Facilities may be denied.
- All garbage/trash must be deposited into the proper trash receptacles as provided by the Township [Ordinance 271].
- All dogs/animals must be kept on a leash [Ordinance 271].
- Motor/Powered vehicles are permitted only on the roadways at a speed of 15 miles per hour or less [Ordinance 271].
- Loud noise and/or music that is disruptive to Township residents in nearby dwellings is prohibited*.
- Fires are limited to those used for cooking/grilling and only in proper receptacles. Open fires are **PROHIBITED*** [Ordinance 271].
- It is unlawful to injure, deface or destroy any posted notice of rules or regulations relative to the use of park(s) facilities [Ordinance 271].
- It is unlawful to cut, injure, remove, deface or destroy any wood, turf, grass, soil, rock, sand or gravel therein or any shelter house, building, structure, plumbing equipment or fireplace therein [Ordinance 271].
- It is unlawful to sell, expose or offer for sale, any merchandise without first obtaining a permit from the Township [Ordinance 271].
- It is unlawful to enter into any enclosed structure or fenced facility with the Park without prior permit from authorized Township personnel [Ordinance 271].

*Should it be found that persons are refusing to obey the posted rules and regulations and/or should the Police Department suspect the presence of these items, the Police shall have cause to terminate the use/event and the Township Facility shall be vacated. Any disturbance wherein the Police are called shall be cause for all deposits to be forfeited to the Township and a Use/Reservation from the Applicant for any Township Facility will be denied in the future.