

Penn Forest Park Reservation For Specific Use – Recreation Field

An ordinance of Penn Forest Township Recreation Park requires any person wishing to use recreational fields must complete application and submit to the Recreation Board. Applications are accepted beginning on October 1st of the following year. The Board of Supervisors will attempt to accommodate all persons who submit applications on or before November 30th. Applications will be submitted and approved by the board in December. All applications submitted after December 1st will be on a first come first serve basis and are subject to availability of the recreation fields. Action on the request will take place at Supervisors meeting. If the request is granted an authorized officer/person must sign a contractual agreement. A public schedule will be means of communicating approved reservations.

Athletic events permitted from April 1st to October 31st. Daily from sun rise to sun set.

The following information is required to be submitted:

1. *Sport/Activity:*
2. *Club Name:*
3. *Contact/Liaison/Officer:*
 - a. *Print:*
 - b. *Sign:*
4. *Contact Number*
5. *Contact Email:*
6. *Insurance (proof):*
 - a. *At least the following policies of insurance; Commercial General Liability \$1,000,000 each occurrence; \$2,000,000 aggregate & Property Damage: \$250,000 each occurrence; \$500,000 aggregate.*

Fields (see drawing): Lower Fields, Upper Field, Multi-Purpose Field, Baseball, Softball and Track

Specify Field(s) and Time (please be specific):

Special Request (e.g., storage needed, concession stand, etc.)

I read and agree with rules and regulations (ordinance No. 2015-03)

Forward a completed copy of this form to Recreation Board at parks@pennforesttownship.org

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