



## SPRINGFIELD TOWNSHIP, MONTGOMERY COUNTY PARK EVENT FAQ

**Q.** I would like to host an event in the park. Where do I begin?

**A.** All programs and events (free and fee based) require an approved permit from the Parks and Recreation Department according to Springfield Township Ordinance 59-4 A:

*59-4. The following activities and uses are prohibited within parks, recreation areas, playgrounds, community buildings, athletic fields, bodies of water and any other Township park and recreation area open for public recreational use:*

*A. Design, host, or conduct a private or fee-based clinic, program, event, practice or game and/or engage in fundraising or the solicitation of financial contributions of any kind without a permit issued by the Parks and Recreation Department.*

**Q.** Which Township Park may I utilize for an event?

**A.** Events are restricted to the Township Community Park, Cisco Park. Cisco Park is large enough to accommodate larger groups and is isolated enough from residential areas as to minimize potential negative impact on neighbors that could result from an event. Each Township Park aligns with a specific classification.

**Q.** How do I know which the classification of a specific park?

**A.** The Parks and Recreation Department has aligned each Springfield Township Park within the classification criteria defined by the National Recreation and Park Association. The purpose of this classification practice is to clarify the level of services and amenities available within each park property for potential Township park system users. Specifically, this classification will simplify which parks are available for athletic rental use, event rental use, and recreational or passive use. The Park Classification can be viewed on the [Township website](#).

**Q.** What if I want to host the event in the park near my house and not Cisco Park?

**A.** Springfield Township does not approve a permit nor authorization to host an event in a park other than Cisco Park. As several parks abut residential homes, it would be seemingly inappropriate to host events that would adversely impact neighboring properties.

Springfield Township does not permit events in any other park. James A. Cisco Park is the only park available for private party rentals. By submitting an event permit request, you have access to the picnic grove surrounding the gazebo. This permit does not warrant private use of the entire park/playground. Cisco Park is open from Dawn to Dusk. No one should be in the park after dark.

**Q.** What if my event is for a small group?

**A.** Small unstructured group gatherings of twenty-four people or less do not require a permit. Examples: Small family picnic, pizza party, tot play-date, etc.

**Q.** How do I secure my rental?

**A.** Submit a completed [Park Event Permit](#) and a \$200 Security Deposit in check form. This application is intended for organizers of public and private events and/or gatherings on Township property with an expected crowd size of twenty-five (25) people or more.

**Q.** How much does it cost for a Park Event Permit?

**A.** Full payment must be submitted at least 10 business days before the requested reservation date. Failure to pay within ten days may void your permit. Park event permit fees are determined based on the following designations:

**Category A Permit - \$25 per hour**

- Springfield Township community youth sports organizers with a minimum of 75% Springfield Township Resident
- Springfield Township based community, civic, non-profit or political organization's located in Springfield Township (*IE: Rotary Club, Lions Club, VFW, etc.*)
- County, State, Federal, elected officials representing Springfield Township

**Category B Permit - \$50 per hour**

- Private Citizen (resident only)
  - Springfield Township based For-Profit Organizations, Businesses and Commercial Organizations
- Please note, residents may not permit Cisco Park facilities on behalf of Non-Profit, For-Profit Organizations, Businesses and Commercial Organizations located outside Township boundaries.*

**Category C Permit – No Charge**

- Springfield Township Parks and Recreation sponsored or co-sponsored activities, programs and events
- Springfield Township School District sponsored sports, activities, programs and events (*IE: Enfield Color Days*)
- Springfield Township Affiliated Organizations (*Flourtown Fire Company, Oreland Volunteer Fire Company, Wyndmoor Hose Company No. 1, and Community Ambulance Association of Ambler*)

Springfield Township based civic organization offering a free community event to the general public. No money may be collected prior to, or during the event. Security deposit will be required to secure the event date.

**Q.** What does the security deposit cover?

**A.** The security deposits secures the desired date for your event. All security deposits must be a separate check from the permit fee and submitted with application. Checks are either shredded or voided after your rental barring any violations. Violations include: excess or littered trash, damage to structure, furnishings, and/or fields.

**Q.** Will electric be available for my rental?

**A.** No electric is available for use. No running water is available for use.

**Q.** Will there be a restroom for my group?

**A.** One public portable toilet is available at the park entrance near the playground.

**Q.** Can my group swim or use the pond?

**A.** No. Swimming or bathing (human or animal) in or upon any waters, waterways and water fountains is prohibited. Bringing or operating any boat, raft or other watercraft, whether motor-powered or not, is prohibited.

**Q.** Can I bring and use a grill?

**A.** No. Per Springfield Township ordinance; pen burning, fires, or the use of portable stoves, barbecues or similar devices for cooking, heating or any other purpose is prohibited within parks, recreation areas, playgrounds, community buildings, athletic fields, bodies of water and any other Township park and recreation area open for public recreational use.

**Q.** Can I have alcohol or tobacco at my event?

**A.** No. Per Springfield Township ordinance; using tobacco products and/or engaging in the consumption or possession of alcoholic beverages is prohibited within parks, recreation areas, playgrounds, community buildings, athletic fields, bodies of water and any other Township park and recreation area open for public recreational use.

**Q.** Can I have my event catered?

**A.** Yes. Sale of food is prohibited on site per Township Ordinance 62-2.

All food establishments located in Montgomery County must have a valid Montgomery County Office of Public Health (OPH) License to Operate a Food Service Establishment and insurance. The license must be posted in a conspicuous place. The license is not transferable. Food establishments are facilities that store, serve and/or prepare food for public consumption; they include but may not be limited to restaurants, retail food stores, caterers, cafeterias, mobile food vendors, and non-profit charitable facilities. Copies of license and insurance shall be provided to the Township upon request. Food trucks are permitted when catering – food may not be sold.

**Q.** What type of entertainment can I bring?

**A.** Entertainment Activities (such as but not limited to moon bounce, climbing wall etc.) will require a certificate of insurance naming the Township as an additional insured to any general liability insurance policy maintained by the group/organization. Such coverage is deemed to be primary and non- contributory. Copies of insurance shall be provided to the Township upon request.

**Q.** Am I responsible for cleaning?

**A.** Yes! The permit holder is responsible for leaving the venue clean upon departure. Bulk trash shall be removed from the premises by the permit holder. If additional clean-up is required by the Township, an additional fee of \$50 per hour will be charged for clean-up.