



SPRINGFIELD TOWNSHIP GENERAL PARK USE PERMIT REQUEST

Permitted Uses

Springfield Township Parks and Recreation oversees the scheduling of all Township owned facilities. The Springfield School District is a separate entity and is not affiliated with Township owned facilities. Springfield Township Parks and Recreation reserves the right to refuse and limit the use of its facilities.

Securing a Permit

Program or Event Permits can be obtained by completing the Park Use Permit Request form. Once a completed form is submitted to the Parks and Recreation office, a schedule will be developed to best accommodate all requests. Fees will then be assessed to the awarded permit.

Permit Seasons

Organizations shall complete a permit request for each new season.

- Winter = 12/1 to 2/28
- Spring = 3/1 to 6/15
- Summer = 6/15 to 8/31
- Fall = 9/1 to 11/30

** Note: Springfield Township parks and green space is public property. All parks will remain open to the public during the approved permit time.

Approval of this permit does not entitle the permit holder private park access.

Hours of Use

Time noted on permit INCLUDES set-up and clean up. Please do not arrive prior to time shown on permit and make sure you clean up by the time noted. Event set-up and break-down must be completed within the below hours:

- Monday through Sunday, Dawn to Dusk. Township parks close at dark.

Equipment

Springfield Township will not provide equipment nor are they responsible for any materials left behind.

User Fees

Residents and organizations located in Springfield Township will be given priority. Fees are as follows:

- **Family / Personal** - \$10 per 1 hour ~ \$100 security deposit
- **Business / Organization** - \$20 per 1 hour ~ \$100 security deposit

Security Deposit

A **\$100 security deposit** is required for all permits to be processed. Security deposits must be a separate check from the permit fee and submitted with application. Security deposit checks are either shredded or voided and returned to you after your rental barring any violations. Violations include: excess or littered trash, damage to structure, furnishings, grills, and/or fields.

Damage to Property of the Renter and its Invitees

The Renter and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Renter or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Springfield Township.

Trash

The renter is responsible for leaving the venue clean upon departure.

Payment

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

Cancellation Policy

No refunds for inclement weather. If cancelling more than ten business days prior to rental, 90% of the permit fee will be refunded, the remaining 10% is non-refundable. If cancelling within ten business days of rental, 50% of the permit fee will be applied and the remaining 50% is non-refundable.

Waiver of Subrogation

To the fullest extent permitted by law, the Renter and its employees, officials, volunteers, agents and representatives waive any right of recovery against the Springfield Township and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Renter's use or occupancy of the premises of the Springfield Township or arising out of Renter's operations on, at or adjacent to any premises of Springfield Township. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of Springfield Township and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Renter shall advise its insurers of the foregoing and such waiver shall be provided under the Renter's commercial property and liability insurance policies and the Renter's workers compensation insurance policy, if any.

Insurance Requirements

Compliance with the terms of this section is required.

1. Liability Insurance with "Springfield Township" listed as Additionally Insured.
2. The Renter shall purchase and maintain throughout the term of this agreement or its use or occupancy of Springfield Township premises commercial general liability insurance or its equivalent with minimum limits of:
 - a. \$ 1,000,000 each occurrence;
 - b. \$ 1,000,000 personal and advertising injury;
 - c. \$ 2,000,000 general aggregate; and
 - d. \$ 1,000,000 products/completed operations aggregate.
3. This commercial general liability insurance or its equivalent shall include coverage the following:
 - a. Liability arising from premises and operations;
 - b. Liability arising from products and completed operations;
 - c. Contractual liability including protection for the Renter from bodily injury and property damage claims arising out of liability assumed under this agreement;
 - d. Liability arising from the explosion, collapse, or underground (XCU) hazards;
 - e. Liability arising from athletic or sports participation; and
 - f. Liability arising from bodily injury to spectators.
4. The Springfield Township and the Springfield Township's elected and appointed officials, officers, agents, employees and authorized volunteers shall be named as additional insured on this commercial general liability insurance policy as respects Renter's use or occupancy of the premises of the Springfield Township. The following manuscript wording must be utilized on the additional insured endorsement issued by the general liability insurer and shown on the insurance certificate submitted by Renter to evidence its purchase of commercial general liability insurance: This policy is amended to include as additional insured the Springfield Township and the Springfield Township's elected and

appointed officials, officers, agents, employees and authorized volunteers, but only for liability arising out of your operations on, at or adjacent to premises of the Springfield Township, “your product” or “your work”.

5. If the Renter has any owned autos, the Renter shall purchase and maintain throughout the term of this agreement or its use or occupancy of Springfield Township premises business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for liability arising out of the ownership, maintenance or use of any auto and for automobile contractual liability.
6. If the Renter has any employees, the Renter shall purchase and maintain throughout the term of this agreement or its use or occupancy of Springfield Township premises workers compensation insurance or its equivalent with statutory benefits as required by any Federal law, including standard "other states" coverage, and employers liability insurance or its equivalent with minimum limits of:
 - a. \$100,000 each accident for bodily injury by accident;
 - b. \$100,000 each employee for bodily injury by disease; and
 - c. \$500,000 policy limit for bodily injury by disease.
7. The Renter shall purchase and maintain throughout the term of this agreement or its use or occupancy of Springfield Township premises umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:
 - a. \$5,000,000 per occurrence;
 - b. \$5,000,000 aggregate for other than products/completed operations and auto liability; and
 - c. \$5,000,000 products/completed operations aggregate and including all of the following coverages on the applicable schedule of underlying insurance:
 - i. Commercial general liability;
 - ii. Business auto liability; and
 - iii. Employer’s liability.
8. All insurance policies required by this agreement shall be endorsed to include the following provisions:
 - a. The Township, (including its elected or appointed officials, agents, volunteers and employees.) shall be named as additional insured under all coverage except Worker’s Compensation and accident and health policies, and the certificate of insurance (or the certified policy if requested) must so state.
 - b. Coverage provided by the User under this agreement shall be primary as respects the Township; it’s elected and appointed officials, agents, volunteers and employees. Any coverage maintained by the Township shall apply in excess of the insurance required by this agreement.
 - c. This policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until after 45 days prior written notice has been given to the Township. (Therefore, the words “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives” are to be eliminated from the cancellation provisions of standard ACORD certificates of insurance.)
9. Prior to commencement of any activities authorized by this agreement the Renter shall deliver to the Township certificate(s) of insurance confirming the existence of the insurance requirements described above. If the Renter fails to maintain the aforementioned insurance, the Township may (at its option) obtain such insurance and forward an invoice for payment of the premiums to the Renter.
10. Any acceptance and/ or approval of any insurance by the Township shall not be construed as relieving or excusing the Renter from any liability or obligation imposed upon the Renter by the provisions of this agreement.
11. Unless the Township grants specific approval for an exception all insurers must:
 - a. Be admitted to do business in the Commonwealth of Pennsylvania and;
 - b. Have a policyholders’ rating of “A” or better, and financial size of “class VII” or better in the latest addition of Best’s Insurance Reports.
 - c. Any deductibles shall be disclosed and all deductibles will be assumed by the User



SPRINGFIELD TOWNSHIP PARK USE PERMIT REQUEST

(Incomplete forms will make your request null and void)

Organization Name _____

Organization Address _____

Renter Name _____

Purpose for Use _____

Contact Phone #1 _____ Phone #2 _____

Contact Email _____

Exact Date(s) Requested _____

Days of Week & Time _____

(Include set-up & break-down)

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

Approximate # of Guests: _____

Facilities Available for Use

- **Approval of location is at the discretion of the Parks and Recreation Department**

Select Facility	Name	Address	City
<i>Place Check Below</i>	James A. Cisco Park	199 W. Montgomery Avenue	Erdenheim
	Cisco Park Open Space		
<i>Place Check Below</i>	Connor James McKelvie Community Park	110 Allison Road	Oreland
	McKelvie Park Open Space		
<i>Place Check Below</i>	Laurel Beech Park	1313 Mermaid Lane	Wyndmoor
	Laurel Beech Open Space		
<i>Place Check Below</i>	Mermaid Park	800 Mermaid Lane	Wyndmoor
	Mermaid Park Open Space		
<i>Place Check Below</i>	Veterans Park	8021 Traymore Avenue	Wyndmoor
	Veterans Park Open Space		
<i>Place Check Below</i>	Wyndhill Park	8300 Flourtown Avenue	Wyndmoor
	Wyndhill Park Open Space		

Read and Complete the Back of this Form

SPRINGFIELD TOWNSHIP PARK USE PERMIT REQUEST *(continued)*

(Incomplete forms will make your request null and void)

Entertainment Activities (such as but not limited to moon bounce, horses, 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. Waiver of subrogation is included.

Please list activities below:

Indemnification

In consideration for permission to use Springfield Township's park and recreation facility, Applicant agrees to the fullest extent permitted by law to defend, indemnify, pay on behalf of, and save harmless Springfield Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of Springfield Township.

Signature below will acknowledge acceptance of the aforementioned conditions

Renter:

Springfield Township:

Date of Application

Date of Approval

Signature of Renter

Township Representative Signature of Approval

Printed Name of Renter

Township Representative Printed Name

Office Use Only

Rental Fees and Requirements

- Family/Personal** - \$10 / 1 hours **Business/Organization** - \$20 / 1 hours **Security Deposit** - \$100
 Liability Insurance with "Springfield Township" listed as Additionally Insured

Park Use Permit: \$ _____/day x _____ # days = \$ _____ total fee

Date Received: _____

Rental Approved or Denied: _____

Email or Letter Sent: _____

Security Deposit Returned: _____

Payment Check #: _____

Security Deposit Check #: _____

Liability Insurance: _____

Email completed forms to ecroke@springfieldmontco.org.
Or mail to: Springfield Township Attn: Parks and Recreation
1510 Paper Mill Road Wyndmoor, PA 19038