



# SPRINGFIELD TOWNSHIP ATHLETIC FIELD PERMIT REQUEST

## Field Request Disclaimer

Springfield Township Parks and Recreation oversees the scheduling of all Township owned athletic facilities. The Springfield School District is a separate entity and is not affiliated with Township owned athletic facilities.

Season	Season Time Range	Applications Open	Priority Window Closes
Spring	Late March through Early June	January 1	January 15
Summer	Mid-June through Early September	April 1	April 15
Fall	Early August through Late November	June 1	June 15

## Permit Application Process

Completing this agreement serves as a request until it is approved by the Springfield Township Parks and Recreation staff. Requests must be received 21 days prior to permit date requested. No deposit or payment is due with the request form.

Springfield Township Parks and Recreation staff will notify application of approval. Failure to submit payment by date requested will make the request null and void. Submitting a request is NOT a guarantee of availability or approval. All requests are processed as identified in the Field Use Priorities. Requests will be reviewed based on Springfield Township Parks and Recreation policy, facility and staff availability. Springfield Township Parks and Recreation reserves the right to deny any permit which is deemed inappropriate.

Applications will be accepted on a rolling basis. In-season sports will be shown priority before scheduling out-of-season sports. In the event multiple in-season sports requests are received, applications will be reviewed simultaneously. Any amendments made to an existing permit will be subject to a \$50 processing fee.

## Field Use Eligibility Requirements

Eligible applicants include Springfield Township residents and community groups consisting of 75% Springfield Township Residents. Non-Residents and organizations with less than 75% Springfield Township Resident participation are not eligible for field permits. All organizations will be required to produce a roster from the previous year during the respective season.

## Field Use Priorities

Priority windows will close as listed in the chart above. Priority will be shown in the following order:

1. Springfield Township Parks and Recreation sponsored or co-sponsored activities, programs and events.
2. Springfield Township School District sports, activities, programs and events.
3. Springfield Township community service groups and civic organizations.
4. In-season Springfield community youth sports providers with 75% Springfield Township Resident participation. (*Season classification are in accordance with PIAA sports*)
5. Out-of-season Springfield community youth sports providers with 75% Springfield Township Resident participation. (*Season classification are in accordance with PIAA sports*)
6. Springfield Township residents, groups, agencies and businesses.

## 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

## 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 time listed on permit. Fields are available:

- Tues., Wed., Thurs., Sat. and Sun. from Dawn to Dusk. Township parks close at dark.
- No multi-use rectangle fields will be permitted for use on Fridays. This day will be used as field rest days to prevent overuse. This day is also intended for non-organized, public use.

## Field Maintenance and Lining

Springfield Township Parks and Recreation Department is responsible for ALL maintenance efforts.

Maintenance includes but is not limited to mowing, aerating, seeding, treating and all applications. The permit holder is not to complete maintenance to Township property. Any maintenance completed by the permit holder will result in immediate termination of the permit. The permit holder is responsible for lining the fields.

## Equipment

Springfield Township will not provide equipment nor are they responsible for any materials left behind. Teams must remove all goals and equipment 7 days from the date of the last contest. If equipment is not collected within 7 days, the organization will receive a fine assessed on the next permit submission.

## User Fees

Fees are as follows:

- **Weekday** - \$30 per day
- **Weekend** - \$50 per day

## Damage to Property of the Permit Holder and its Invitees

The permit holder and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the permit holder 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 permit holder is responsible for leaving the venue clean upon departure. If additional clean-up is required by the Township, an additional fee of \$50 per hour will be charged for clean-up.

## Security Deposit

A **\$200 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 permit barring any violations. Violations include: excess or littered trash, damage to structure, furnishings, grills, and/or fields.

## Payment

Full payment must be submitted at least 10 business days before the requested reservation date. Failure to pay within ten days may void permit. Field permit will not be **officially** scheduled until all fees are paid in **full**.

## **Cancelation Policy**

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

## **Weather Policy**

- Decisions regarding field closures will be made at the discretion of Springfield Township Parks and Recreation employees, supervisors and officials.
- After severe weather or large amounts of rain, Springfield Township Parks and Recreation may close or restrict the use of outdoor facilities.
- As a matter of safety and precaution, all activities must come to a stop if thunder is heard or lightning is seen during practice or a game. All players, coaches, officials, and spectators are to return to their cars and wait 30 minutes from the last sound of thunder or sight of lightning before resuming play. **NO EXCEPTIONS.** If the weather clears, play may be resumed 30 minutes after last sound of thunder or sight of lightning.

## **Waiver of Subrogation**

To the fullest extent permitted by law, the permit holder 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 permit holder's use or occupancy of the premises of the Springfield Township or arising out of permit holder'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 permit holder shall advise its insurers of the foregoing and such waiver shall be provided under the permit holder's commercial property and liability insurance policies and the permit holder's workers compensation insurance policy, if any.

## **Insurance Requirements**

Compliance with the following insurance provisions are required to use or occupy the Springfield Township Recreation Center (the "Premises") or conduct operations incidental thereto unless waived or modified by the Township in its sole discretion. Any such waiver or modification shall be authorized in a written communication from the Township Manager.

1. The Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the Premises commercial general liability insurance or its equivalent which insures against bodily injury, property damage, personal injury and advertising injury claims arising from the Renter's use or occupancy of the Premises or operations incidental thereto, 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.
2. This commercial general liability insurance or its equivalent shall include the following:
  - a. Occurrence-based coverage (claims made coverage is not acceptable);
  - b. Liability arising from athletic or sports participation;
  - c. Liability arising from bodily injury to spectators; and
  - d. At the Township's request, Host liquor liability coverage and minimum \$1,000,000 per occurrence limit requirement.
3. The liability coverage outlined in sections 1 and 2 above may be met by using the following:
  - a. Commercial general liability insurance;
  - b. Endorsement to homeowner's or renter's policy; or
  - c. Event liability insurance
4. If the Renter is anyone other than an individual (e.g., business, commercial, for-profit or non-profit entity), the

Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the Premises business auto liability insurance which insures against bodily injury and property damage claims arising out of the ownership, maintenance or use of "any auto" (if no owned autos, hired and non-owned autos). A minimum combined single limit of liability for bodily injury and property damage of \$1,000,000 per accident shall apply.

5. If the Renter has any employees, the Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the 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.
6. If requested by Springfield Township, the Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the Premises umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:
  - a. \$1,000,000 per occurrence;
  - b. \$1,000,000 aggregate for other than products/completed operations and auto liability; and
  - c. \$1,000,000 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.
7. Evidence of Insurance/Insurers requirements
  - a. Renter shall furnish certificates of all insurance, acceptable to Springfield Township, evidencing all policies required above at execution of this agreement and prior to each renewal thereafter. Such insurance shall be written with insurers licensed to do business in the Commonwealth of Pennsylvania, with a current Best Insurance Reports rating of "A-" "V II" or better, unless otherwise approved by Springfield Township. The Township hereby grants specific approval for the acquisition of workers compensation and employers liability insurance from the State Workers' Insurance Fund (SWIF) of Pennsylvania.
8. All insurance policies required hereunder shall be endorsed to include the following provisions:
  - a. List "Springfield Township" and its elected and appointed officials, employees and authorized volunteers as additional insureds as respects the use or occupancy of the Premises 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 Renter hereunder 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 30 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. 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.



# SPRINGFIELD TOWNSHIP ATHLETIC FIELD PERMIT REQUEST CHECK LIST

Please read the contents of this Athletic Field Permit Request in entirety. Complete and return the following forms to the below contact:

Mail:  
Springfield Township  
Parks and Recreation Department  
1510 Paper Mill Road  
Wyndmoor, PA 19038  
Attn: Parks and Recreation

Email:  
Emily Baiada  
[ebaiada@springfieldmontco.org](mailto:ebaiada@springfieldmontco.org)  
215-836-7600

Completed Athletic Field Permit Requests will be comprised of the following documents:

\_\_\_\_\_ **Permit Request Form**

Incomplete forms will not be accepted.

\_\_\_\_\_ **Insurance**

Certificate of Insurance will list “Springfield Township” as additionally insured.

*Springfield Township  
1510 Paper Mill Road  
Wyndmoor, PA 19038*

\_\_\_\_\_ **Organization Roster**

All organizations will be required to produce a roster from the previous year during the respective season. Organizations must roster 75% Springfield Township residents. All rosters must include addresses with house numbers, street name, town/city and zip code.



# SPRINGFIELD TOWNSHIP ATHLETIC FIELD PERMIT REQUEST

*(Incomplete forms will make your request null and void)*

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Permit Holder 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: \_\_\_\_\_

### 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

Permit Holder:

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Printed Name of Permit Holder

Springfield Township:

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Township Representative Signature of Approval

\_\_\_\_\_  
Township Representative Printed Name

**Read and Complete the Back of this Form**

**SPRINGFIELD TOWNSHIP**  
**ATHLETIC FIELD PERMIT REQUEST (continued)**

(Incomplete forms will make your request null and void)

**Facilities Available for Use**

Select Facility	Name	Address	City
<i>Place Check Below</i>	Bysher Field	50 Bysher Ave	Flourtown
	Bysher: Majors Field		
	Bysher: Minors Field		
	Bysher: AAA Field		
	Bysher: AA Field		
	Bysher: T-Ball Field		
<i>Place Check Below</i>	James A. Cisco Park	199 W. Montgomery Avenue	Erdenheim
	Cisco Park Multi-Use Field: Lower		
	Cisco Park Multi-Use Field: Upper		
<i>Place Check Below</i>	Connor James McKelvie Community Park	110 Allison Road	Oreland
	McKelvie Basketball Court #1		
	McKelvie Basketball Court #2		
<i>Place Check Below</i>	Laurel Beech Park	1313 Mermaid Lane	Wyndmoor
	Laurel Beech Multi-Use Full Field		
<i>Place Check Below</i>	Marlow Field	405 Enfield Road	Oreland
	Marlow Majors Field		
	Marlow Minors Field		
<i>Place Check Below</i>	Veterans Park	8021 Traymore Avenue	Wyndmoor
	Veterans Park Varsity Field (Ages 5-6)		
	Veterans Park Rookie Field (Ages 7-8)		
	Veterans Park Minors Field (Ages 9-10)		
	Veterans Park Majors Field (Ages 11-14)		
	Veterans Park Multi-Use Field		

**Office Use Only**

**Rental Fees and Requirements**

- Weekday** - \$30 per day       **Weekend** - \$50 per day       **Security Deposit** - \$100 per day  
 **Liability Insurance with Springfield Township listed as Additionally Insured**

**Field Permit #1:**    \$ \_\_\_\_\_/da    x \_\_\_\_\_ # days    x \_\_\_\_\_ fields    = \$ \_\_\_\_\_ total fee

**Field Permit #2:**    \$ \_\_\_\_\_/da    x \_\_\_\_\_ # days    x \_\_\_\_\_ fields    = \$ \_\_\_\_\_ total fee

**Total Permit 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 [ebaiada@springfieldmontco.org](mailto:ebaiada@springfieldmontco.org).  
 Or mail to: Springfield Township Attn: Parks and Recreation  
 1510 Paper Mill Road Wyndmoor, PA 19038