



# Lower Providence Township

## Department of Parks and Recreation

The Lower Providence Township Parks & Recreation Department invites you to reserve covered picnic pavilion areas, meeting rooms and athletic fields in the township.

### **FACILITY RENTAL INFORMATION**

- Audubon Recreation Fields Eagleville Park - Gaugler Field
- Eagleville Park - Pavilion
- Eagleville Park - Tennis Courts
- Eagleville Park - Basketball Court
- Eagleville Park - Bocce Court
- Eagleville Park - Multipurpose Field
- Eskie Park - Pavilion
- Eskie Park - Baseball Field
- Eskie Park - Basketball Court
- Evansburg Point Park – Multipurpose Fields
- Gabriel Field - Multipurpose Field
- Hoy Park
- Level Road Schoolhouse (max. capacity 50)
- Redtail Park - Baseball Field
- Redtail Park - Multipurpose Field

#### **AVAILABILITY OF PICNIC PAVILIONS**

April – October  
Sunday – Saturday  
Full day – (9:00am – dusk)

#### **AVAILABILITY OF COURTS**

April – October  
Sunday – Saturday  
9am – dusk

#### **AVAILABILITY OF FIELDS**

March – November  
Sunday – Saturday  
9am – dusk

#### **AVAILABILITY OF LEVEL ROAD SCHOOL HOUSE**

January – December  
Sunday – Saturday  
8am – 10pm

**\*Availability dependent upon the Lower Providence Township Parks & Recreation program schedule\***



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### **FACILITY RENTAL RULES AND REGULATIONS**

**Availability:** You must call **(610) 635-3543** to confirm the availability of the date and facility you would like to reserve before submitting your forms and fee(s). *Reservations must be made at least seven (7) days in advance of the date requested.*

**Payment:** Payment (security deposit, and rental fee - if applicable) is due at the time of reservation along with a completed facility rental agreement forms and proof of insurance.

**Liability Insurance Requirements for Ball Fields:** If you are required to provide proof of insurance, please submit a copy of a homeowner, condo or tenants policy with a minimum of \$100,000 liability if you are an individual. Leagues and/or businesses shall provide a certificate of insurance in the amount of \$1,000,000 / \$3,000,000 bodily liability, \$1,000,000 property damage. Lower Providence Township shall be listed as an additional insured.

**Liability Insurance Requirements for Vendors:** All private contractors, which include but are not limited to; moon walks, dunk tanks, tethered hot air balloon rides, tent rentals, etc., must provide evidence certifying insurance coverage in the amount of \$1,000,000 combined single limit liability insurance policy naming “Lower Providence Township, its Elected Officials, Employees, and Volunteers” as Additional Insured to said policy. The minimum coverage is \$1,000,000 policy as directed by the Township’s attorney.

**Cancellations:** There will be **NO** refunds given for a facility rental unless cancellation is given **IN WRITING 5 BUSINESS DAYS PRIOR TO THE RESERVATION DATE.**

**NOTE:** Cancellations are subject to a fee of 50% of the rental cost. (Not to exceed \$60.00)  
This fee will be deducted from the security deposit if no rental fee was paid.

**Rainouts:** If weather conditions (at the park) prohibit use of the facility, you must notify the Parks Department by phone at (610) 635-3543, prior to your scheduled time on the day of your event.

In the case of a rainout:

- You are entitled to reschedule your rental to an available date during the current year.  
**NOTE:** Partial use = NO REFUND
- Or -
- The rental fee may be refunded to the applicant if the rental is cancelled 5 business days in advance of the rental date and heavy rain is forecasted.

**Alcoholic Beverages:** Alcoholic Beverages are **PROHIBITED** in all parks and facilities. These beverages may not be sold, possessed, distributed or consumed under any circumstances. Individuals and groups violating this ordinance are subject to citation and fines.

**Smoking:** Smoking is **PROHIBITED** in the Level Road Schoolhouse and within fifty (50) feet of any athletic field, or play structure.

**Parking:** Vehicles shall not park or drive along the walking paths in the parks. Vehicles must park in designated lots marked for parking purposes only.

**Use Of Surrounding Facilities:** A pavilion permit does **NOT** reserve or entitle the group to utilize or reserve the surrounding facilities. The group may use the fields, courts, play structures, etc. if available.

**Requesting Keys For Indoor Facilities:** Keys may be picked up the day of, or day before rental, depending on the date requested. Keys are only available Monday through Friday 8:30am - to 3:30pm at the Administration Building, located in the Township Complex. Please note all weekend rentals require facility keys to be picked up by 3:30pm on Friday. Keys must be returned within 5 business days after rental use or the security deposit will be forfeited.



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### RENTAL RATES

#### Park Pavilions

	<u>Full Day</u>	<u>Security Deposit</u>
Resident/ Resident Org.	\$60.00	\$100.00
Non-Resident/ Non-Res. Org.	\$120.00	\$100.00
Rain Date Fee	\$20.00	n/a

#### Level Road School House

	<u>Fee</u>	<u>Security Deposit</u>
Resident/ Resident Organization	\$100.00 (1 <sup>st</sup> 4 hrs.) \$15.00 / additional hr.	\$100.00
Non-Resident/ Non-Res. Org.	\$150.00 (1 <sup>st</sup> 4 hrs.) \$25.00 / additional hr.	\$100.00

#### Ball Fields / Multipurpose Fields / Bocce Courts

	1 Game/Practice (2 hours)	1 Game/Practice per week (13 weeks)	2 Games/Practices per week (13 weeks)	3 + Games/Practices per week (13 weeks)	<u>Security Deposit</u>
Resident	\$30.00	\$175.00	\$300.00	\$425.00	\$500.00
Non-Resident	\$60.00	\$390.00	\$780.00	\$1,170.00	\$500.00
Community Organization Fee: \$300.00 / field / year					

#### Tennis / Basketball

	<u>Fee</u>	<u>Security Deposit</u>
Resident/ Resident Org.	\$ 5.00 / 1 ½ hr / court	\$100
Non-Resident/ Non-Res. Org.	\$10.00/ 1 ½ hr / court	\$100

\* If a reciprocal facility use agreement is in place between a private school / organization and the Township, fees may be reduced or waived.\*

\*The option to waive or reduce fees shall be determined by the Township Manager or his / her designee.\*

**NOTE:** Resident group rates apply only if the group is based in Lower Providence Township. Otherwise, the Township reserves the right to request proof of group roster (name & address) to verify the alternative “resident group” status which consists of a team roster representing that at least 50% of the organizations participants reside in Lower Providence Township. **Otherwise**, Non-Resident rates will apply to the group rental.

**Example:** 1.) If a Township resident submits an application for a church, school or business that is not located in the Township, it will be assigned a non-Township classification and charged a Non Resident fee. 2.) If an athletic organization, based outside Lower Providence Township submits an application, that organization will be charged a Non Resident fee unless able to provide proof in the form of a roster confirming that at least half the participants reside in Lower Providence Township.

For Additional Info Contact:

**LOWER PROVIDENCE TOWNSHIP • DEPARTMENT OF PARKS & RECREATION**

100 PARKLANE DRIVE • EAGLEVILLE, PA 19403

PHONE: (610) 635-3543 • FAX: (610) 539-6347

[www.LPTREC.com](http://www.LPTREC.com)