

Field Reservation Request Form
2025
Franconia Parks and Recreation Board

Name of Organization: _____

Profit Non-Profit Resident Non-Resident

Address: _____

Telephone Number: _____

Contact Person: _____

Address: _____

Telephone Number: _____ Email address: _____

ORGANIZATION INFORMATION MUST BE ATTACHED: SEE LAST PAGE (We will not schedule use if form is incomplete).

Field Choice:

- _____ Little League Field (Franconia Community Park – located by tennis courts)
- _____ Softball Field (Franconia Community Park – located by Allentown Road Pavilion)
- _____ Softball Field (Branchwood Park)
- _____ Soccer Field 1 (Franconia Community Park- closest to parking lot on Allentown Rd. side)
- _____ Soccer Field 2 (Franconia Community Park- closest to football field)
- _____ Roller Hockey Rink (Franconia Community Park)
- _____ Football Field (Franconia Community Park)
- _____ Practice area soccer fields (Franconia Community Park- next to Godshall Rd. Entrance)
- _____ Disc Golf Course (Branchwood Park)

Pavilion Use for Tournaments: Yes No

 If yes, what dates: _____

Concession Stand Use: Yes No

 If yes, please complete Concession Stand Form (available upon request)

Date and Time of Field Request: Please indicate the times and dates you are requesting a field for the 2025 season (**we will not assign fields during the month of March, all reservations must be made for use in April-October 31, 2025**). _____

- 1.) Permit applications will be reviewed by the Parks and Recreation Board at the February meeting. Permits will be issued on the consideration of the location of the organization, past experience of applicants, date of request and field availability. The maximum number of allowed nights will be determined as is able to be accommodated.
- 2.) Each Organization requesting use of the fields must supply a Certificate of Insurance indicating coverage for liability purposes and naming Franconia Township as additional insured (Certificate Holder). The field use fee must be paid in full. A refundable security deposit of \$250.00 must be submitted prior to use.
- 3.) Field Maintenance equipment (base placement, lining of field) is the responsibility of the participating organization. Storage of equipment will be permitted in the box to the rear of the backstop at the Community Park location. A combination to the box will be issued upon request.
- 4.) It will be the responsibility of each organization to “police” the field area after each usage of the field. It is also the responsibility of the organization to prohibit the use of fields during inclement weather or directly after. **Our Public Works Department will determine if fields will be closed due to weather or inclement conditions. A decision will be made by 2:00 p.m. on the day of use. If the fields are closed, the police will be notified. People or organizations using the fields when they are closed will have their field assignment revoked, and they will be charged a fine of not less than \$100.00. The organization will also forfeit their security deposit and be required to pay for any damage exceeding \$250.00.**
- 5.) The consumption of alcoholic beverages in the park areas is prohibited. Violations will result in a revocation of the permit. The unauthorized sale of any goods or food is prohibited. Food sales may only take place from the concession stand. All other vendors are restricted from sale of items within the park.
- 6.) All other rules and regulations as set forth in the respective Township Ordinances are applicable. Signature below indicates acceptance of all rules and regulations.
- 7.) **Permits must be prominently displayed when using a field. A list of authorized users will be distributed to the police department at the beginning of the season and should be updated by applicants, as necessary. Any organized group using the fields without a permit will be subject to a summary offense and a fine of not less than \$100.00.**
- 8.) **Field reservations will not be issued until MARCH 2025. Applications will not be accepted if they are incomplete. Do not request information on your assignment prior to April.**

Signature: _____

Date: _____

** The Franconia Township Parks & Recreation Board defines the term “organized” as any group of individuals who come together to engage in a certain activity. The group meets regularly on a daily, weekly, monthly, or yearly basis and conducts both games and practices or special events and tournaments at the park.

****This form is due back in the Township Office no later than February 10, 2025 for consideration for a season rental.**

In addition to this application, you must provide information pertaining to your organization.

Please provide the following:

Name of organization:

Where you are located:

Type of organization:

Adult or youth league:

What fields you have reserved in other Townships:

Why you are looking for fields in Franconia Township:

Have you ever been removed from a field for any reason? If so, list and explain.

Please list another contact from your organization in addition to yourself.

List the President or Chairman of your organization.

**** Due to previous misuse of our fields, the Township will have a heavier police presence in the park this season.**