

**Field Reservation Request Form**  
**2018**  
*Franconia Park and Recreation Board*

Name of Organization: \_\_\_\_\_

Profit     Non-Profit     Resident     Non-Resident

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**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 Godshall Pavilion)
- \_\_\_\_\_ 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)
- \_\_\_\_\_ Basketball Court (Franconia Community Park)
- \_\_\_\_\_ Basketball Court (Branchwood Park)
- \_\_\_\_\_ Football Field (Franconia Community Park)
- \_\_\_\_\_ Practice area soccer fields (Franconia Community Park- next to Godshall Rd. Entrance)

Pavilion Use for Tournaments:     Yes     No

If yes, what dates: \_\_\_\_\_

Concession Stand Use:     Yes     No

If yes, please complete Concession Stand Form (available at township building)

**Date and Time of Field Request:** Please indicate the time and date you are requesting a field for the 2018 season (**we will not assign fields during the month of March, all reservations must be made for use from April-October 31<sup>st</sup>, 2018**) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- 1). Permit applications will be reviewed by the respective park boards at the February meetings. Permits will be issued on the consideration of the location of the organization, past experience of applicants, date of request and field availability. Based on past experience, it is probable that only one night per week will be available. A maximum of two nights per week will be allowed as able to be accommodated.
- 2.) Each Organization requesting use of the fields must supply a Certificate of Insurance indicating coverage for liability purposes. The field use fee must be paid in full. A refundable security deposit of \$250.00 must be submitted prior to use. **The check will be deposited into an escrow account and will remain there until such time the organization discontinues its use of the field.**
- 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 key to the box will be issued upon request.
- 4.) It will be the responsibility of each organization to “police” the ball 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. **A flag system and a message on the park sign will indicate whether fields are open and available for use. If the fields are closed the police will be notified. People or organizations using the fields when they are marked 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 indicated 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 on a weekly basis. 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 2018. 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 Committee 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 9<sup>th</sup>, 2018.**

**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**