



BASEBALL FIELD - SEASONAL USE APPLICATION

This policy provides a uniform means of allowing the Potter Athletic Complex (PAC) sports fields to be reserved and used by individuals and organized groups. The goal is to maximize access and cooperative use of the park facilities in order to encourage healthier lifestyles and physical fitness.

Any organization interested in reserving a field during the specified spring, summer or fall sports seasons must complete the “Seasonal Use of Public Athletic Fields Application” during the appropriate season’s application period.

League liaisons to Potter Township must complete the entire application. Contact information must include both a phone number and email address, **NO EXCEPTIONS**. Most field use communication will be via email except when individual phone calls are required.

Field use fees are in effect. This packet provides the breakdown of fees each league is responsible for based on frequency and number of fields being utilized.

Should you have any questions or concerns regarding seasonal field permits and fees, please feel free to contact the Parks & Recreation Department at the following address:

Contact Information:

Lisa Kroner
Parks & Recreation Coordinator
lkroner@pottertownship.org
P: 814-364-9176
F: 814-364-2809

Checklist for Application Submission:

- Completed & Signed “Seasonal Use of Public Athletic Fields Application”
- Acknowledgement and Signed “Community Use of Potter Athletic Fields & Facilities Policy & Procedures”
- Valid certificate of insurance naming Potter Township as certificate holder
- League roster for verification of discount (Potter Resident vs. Non)

FEES: You will receive an invoice for payment after review of the application from the Parks & Recreation Department. No fee is due at the time of application submission.

DEADLINES FOR FILING APPLICATIONS ARE (GENERALLY) AS FOLLOWS:

Completed reservation forms must be submitted to Potter Township in writing by a specific date prior to the season requested.

	Spring Season (April 1 – May 31)	Summer Season (June 1-August 31)	Fall Season (September 1 - October 31)
Application Period Opens:	December 15	December 15	May 15
Application Period Closes:	January 5 February 1	January 5 February 1	June 5

- **Winter Season (Nov-Mar):** (No sports field use permitted)

It is the responsibility of each association or interested party to adhere to these dates. Applications will be accepted before the period opens but will not be processed early or given priority. Permits will be issued within three weeks of the period closing.

Applications are accepted on a rolling basis after the Application Period closes and requests are subject to remaining availability of fields

ATHLETIC FIELDS ALLOCATION PRIORITY

It is the goal of the Park and Recreation Department to award permit requests as close to their entirety as possible. However, that is not always possible. When the seasonal application deadline expires, requests will be compiled and reviewed for facility availability and final approval.

Limitations on Facility Use and Permit Assignment:

1. Township supported events can result in days when fields are not available during specific times. These dates will be marked on all awarded permits.
2. A request for a particular athletic field/facility does not guarantee availability or assignment to a specific organization
3. Fields taken out of service for renovation will not be permitted for use.
4. Assigned facilities shall only be used for the activities for which they were assigned and by the group named in the permit.
5. Prior permit allocation does not guarantee similar use in the future.

SPORTS FIELD RESERVATION FEES

Overview:

Fees have been approved for 2020 for all field users by the Potter Township Board of Supervisors. Fees are broken down based on the season the application is for. Fees apply to all athletic leagues.

Discounts: Discounts are available to qualifying leagues. Leagues that wish to qualify for the resident discount must provide registration information for verification.

Invoices: Invoices will be sent out to leagues after final approval of schedule. Permits will be issued after the fee is paid for each season.

Seasonal Baseball Field Reservations

*Fees are per field per sport season

	Spring Season (April 1 – May 31)	Summer Season (June 1-August 31)	Fall Season (September 1 - October 31)
Resident Groups	290.00	435.00	290.00
Non-Resident Groups	435.00	650.00	435.00

** Resident groups are those with an organization address within the Township or at least 50% of the participants residing in the Township and are verified by roster.*

TOURNAMENT RESERVATION PERMIT FEE

A Tournament Reservation Permit Fee is required for 1-3 day tournaments.

Geiss Field —\$110.00 per day

Emery Field—\$130.00 per day

This fee includes field-lining services by Potter Township Parks & Recreation.

- For multiple-day events, minimum Tournament Reservation Permit Fee of \$500 must be paid-in-full at least 30 days prior to each tournament.
- Any outstanding balance of the Tournament Reservation Permit Fee must be paid in-full by noon non the first day of the tournament.
- A refund of Tournament Reservation Permit Fees is provided only if a tournament is cancelled 10 or more business days before the scheduled event.

Annual Tournament Services Fee

- Organizations hosting two or more multi-day tournaments per year are subject to a non-refundable \$400 Annual Tournament Services Fee with their Tournament Reservation Request. This fee provides the materials and labor to provide safe, playable sport fields during the season (except following extreme weather events).

Sports Fields Lining

Lining of baseball fields is not provided for seasonal reservations. Field lining services can be provided by Potter Township for a fee of \$85 per layout per week.

Sports Field Lighting Fee (Emery Field) —\$100.00 per hour

Use of the lights on Emery Field is provided for scheduled tournaments as part of the Tournament Fee. Requests by groups using the field for other uses are accepted at a rate of \$100 per hour (full-hour increments only) in addition to the standard sports fields reservation fee.

Outfield Fence Banners

The Township offers businesses and organizations the opportunity to show their support for active recreation by purchasing a 4' x 8' vinyl fence banner at Emery Field and Geiss Field at Potter Athletic Complex. Promotional banners are displayed on outfield fences for the 2020 season (Apr-Oct). Full details of this program are available on the Potter Township website. Processing the banner order upon sponsor payment, producing, and posting the banner is provided within 30 days. 2020 Banner sponsorship fees are listed below:

One Field (Emery Field or Geiss Field) \$300

Two Fields (1 at each field) \$500 (for identical banners)

Cancellation Policy

Cancellations may be made, but NO REFUNDS WILL BE MADE. In the case of a cancellation, the Recreation Coordinator may allow reservations to be rescheduled on a case by case basis.

Weather-Related Cancellations

If weather conditions prohibit or delay tournament play, PTPR will schedule facilities for make-up games at no additional charge; those facilities will be provided pending available dates for the requested sport fields. Only in the rare occasion that the **Township** cancels or suspends play due to severe weather will a refund be made upon request.

Liability Insurance Requirements

All organized groups wishing to use a recreational facility on a sustained basis shall maintain liability insurance to cover any accident or incident, which might occur while using the facility. Certificate of Insurance Amounts Required: \$1,000,000 single occurrence/\$2,000,000 aggregate, with Potter Township named as additional insured.

Receipt of the insurance certificate is required prior to approval. A current liability insurance certificate will be due prior to the start of the playing season.

Tournament Organizers are responsible for reimbursing PTPR for any extra repair and clean-up costs associated with their tournament (non-weather related); additional fees will be invoiced net 30 days.

Parking

- Park only in parking lots.
- Do not park in any service drive area.
- The Township is not responsible for vehicles and items left in them.
- Bikes, skate boards, scooters, skates, ATV's, snowmobiles, and automobiles are not allowed on fields.

Lost and Found

Check with Township offices by calling 814-364-9176, ext. 100, check the Potter Township website www.pottertownship.org in the Parks and Recreation section, or secretary@pottertownship.org

Please see *Facilities Policy & Procedures* for park regulations, available upon request, for complete rules for all Potter Township Parks and recreational areas.

SEASONAL USE OF PUBLIC ATHLETIC FIELDS APPLICATION

PLEASE CHECK THE FIELD(S) THAT YOU ARE REQUESTING:

Potter Athletic Complex (PAC)

___ Baseball Field- Emery Field (lighted field)

___ Baseball Field- Geiss Field

Organization: _____

Name of Applicant: _____

Address: _____ City & Zip: _____

Home Phone: _____ Mobile Phone: _____

Fax Number: _____

Email Address: _____

Requested Dates of Use: _____

Requested Day of Week	Time of Use
Sunday	From: _____ to _____
Monday	From: _____ to _____
Tuesday	From: _____ to _____
Wednesday	From: _____ to _____
Thursday	From: _____ to _____
Friday	From: _____ to _____
Saturday	From: _____ to _____

Event/Purpose for which use is requested: _____

Total Number of League Participants: _____

Number of Potter Residents in your organization: _____

(COPIES OF REGISTRATION PROOF ARE REQUIRED TO SUPPORT FEE DISCOUNT)

I agree to abide by the rules, regulations and policies as set forth. I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized by the organization to submit this application on its behalf. The information contained herein is complete and accurate.

APPLICANT'S SIGNATURE

DATE

FIELD USER INFORMATION SHEET

Organization: _____

Sport: _____ Season: _____

Total Program Registrations: _____ Total Potter Residents: _____

Township Liaison:

Organization President:

Name

Name

Address

Address

City & Zip

City & Zip

Home Phone

Home Phone

Mobile Phone

Mobile Phone

Fax Number

Fax Number

Email Address

Email Address

Important Dates:

Additional Information for the Township:

Week Practices Begin

Week League Contests Begin

Week League Contests End

Special Event Dates and Sites

Special Event Date and Sites