



BASEBALL FIELD – SINGLE 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 for a single date must complete the “Single Use of Public Athletic Fields Application”

Applicants 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.

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 “Single Use of Public Athletic Fields Application”
- Acknowledgement and Signed “Community Use of Potter Athletic Fields & Facilities Policy & Procedures”
- Two (2) Separate Checks – (1) Field Rental Fee, and (1) Security Deposit.
- Valid certificate of insurance naming Potter Township as certificate holder

SPORTS FIELD RESERVATION FEES FOR SINGLE USE:

Overview:

Fees have been approved for 2020 for all field users by the Potter Township Board of Supervisors.

Payment:

Please make two (2) separate checks payable to "Potter Township". One (1) check will be for your field rental fee, and the other (1) will be for your security deposit in the event of damages.

TOWNSHIP vs. NON-TOWNSHIP APPLICANTS:

Single Use Fees for Township Resident, Business, or Organization, Per Field:

- Up to Three (3) Hours: \$25.00
- Each Additional Hour: \$5.00
- Security Deposit: \$50.00 (two times the rental fee)

Single Use Fees for Non-Township Resident, Business, or Organization, Per Field:

- Up to Three (3) Hours: \$50.00
- Each Additional Hour: \$5.00
- Security Deposit: \$100.00 (two times the rental fee).

SINGLE 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 Time of Use: _____

Event/Purpose for which use is requested: _____

Total Number of Participants: _____

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