



## **BASEBALL FIELD – MONTHLY 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 team interested in reserving a field must complete the “Monthly Use Application” during the appropriate month’s application period.

Team 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 team is responsible for based on frequency and number of fields being utilized.

Should you have any questions or concerns regarding monthly 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](mailto:lkroner@pottertownship.org)

P: 814-364-9176, ext. 103

F: 814-364-2809

### **Checklist for Application Submission:**

- Completed & Signed “Monthly 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

**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.

**DEADLINE 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 month requested.

	April	May	June	July	August	September	October
Application Period Opens:	January 15	January 15	January 15	January 15	January 15	January 15	January 15
Application Period Closes:	February 20	March 20	April 20	May 20	June 20	July 20	August 20

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

It is the responsibility of each team 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 monthly 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 team.
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 **2021** for all field users by the Potter Township Board of Supervisors. Fees are broken down monthly, per team, per time slot. Fees apply to all athletic teams.

**Invoices:**

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

**Monthly Baseball Field Reservations**

\*Fees are per field and include three (3) days per week.

Monthly Reservation Fee	\$250.00	Rental times: 8:00am – 11:00am
		Rental times: 11:00am – 2:00pm
		Rental times: 2:00pm - 5:00pm
		Rental times: 5:00pm - 8:00pm

**TOURNAMENT RESERVATION PERMIT FEE**

A Tournament Reservation Permit Fee is required for 1-3 day tournaments, per day & per field. This fee includes field-lining services for first game of each day of tournament.

Geiss Field – \$250.00 per day  
Emery Field – \$250.00 per day

- 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**

Teams 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 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 - Promotional**

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 2021 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. 2021 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 Potter Township Parks & Recreation 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](http://www.pottertownship.org) in the Parks and Recreation section, or [secretary@pottertownship.org](mailto: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.

# MONTHLY USE OF PUBLIC ATHLETIC FIELDS APPLICATION - 2021

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 _____

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

## FIELD USER INFORMATION SHEET - 2021

Organization: \_\_\_\_\_

Sport: \_\_\_\_\_ Season: \_\_\_\_\_

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