



## **DEPARTMENT OF PARKS AND RECREATION**

### Community Use of Potter Township Public Athletic Fields & Facilities Policy & Procedures

Publication Date:

Revised January 2021

## **PURPOSE**

This document establishes the policies and procedures that govern allocation and use of Potter Township public athletic fields, with the goal of fair and equitable distribution among all users. Specifically, the policy outlines who is eligible to use Potter Township public athletic fields and the process used to allocate and schedule fields, among athletic leagues/organizations, individuals, groups and corporate applicants. Additionally, this document outlines the rules and regulations related to the use of Potter Township public athletic fields/facilities.

## **SCOPE OF AUTHORITY**

The Potter Township Parks & Recreation Board is authorized to establish additional rules and regulations as deemed necessary and with approval of the Board of Supervisors. The Township has the authority to restrict or terminate permits when violations take place that warrant termination or when it is deemed in the best interest of Potter Township.

## **RULES AND REGULATIONS GOVERNING USE OF POTTER TOWNSHIP**

### **PUBLIC ATHLETIC FIELDS**

#### **Park hours.**

All parks shall be opened daily to the public, but in no event shall any person be permitted to be in attendance in any park between 9:00 p.m. and sunrise, unless special permission be granted by the Recreation Board.

The following are prohibited by municipal ordinances in the parks:

1. Injure, deface, remove, cut or damage any of the trees, plants, shrubs, turf, buildings, structures, signs or fixtures or any property of the Township located within the park.
2. Litter any area of the park with garbage, paper, bottles, cans or other waste material; nor dispose of the same in any way except in receptacles designated for such purpose.
3. Kindle or maintain any fire in the park except in fireplaces or areas specially designated for that purpose and located by authority of the Recreation Board.
4. Remove any bench, seat, table or other appliance without permission of the Recreation Board.
5. Injure, deface, destroy or remove any notice, rule or regulation posted at any place within the park by authority of the Recreation Board; nor shall any notice or placard be posted within the park other than by authority of said Board.

6. Set up any booth, table or stand for the sale of any article or service whatsoever within the limits of the park without permission of the Recreation Board; distribute, sell, service or rent any services or commodity or solicit for any purpose without permission of the Recreation Board.
7. Operate, stop or park any vehicle, bicycle or other means of conveyance except in areas where permitted or designated by proper authority of the Recreation Board, or operate the same in a reckless or negligent manner or in excess of any posted speed limit or in such a manner as to become a nuisance to other area users.
8. Operate commercial vehicles, unless providing authorized services.
9. Bring onto the premises, possess or consume any alcoholic beverage or illegal drugs of any kind; no person shall enter the park in an intoxicated state or otherwise be under the influence of alcohol or illegal drugs.
10. Carry or discharge any firearms, slingshots, firecrackers, fireworks or other missile-propelling instruments or explosives or arrows, or other dangerous weapons which have such properties as to cause annoyance or injury to any person or property, unless permission has been granted by the Recreation Board in designated areas; police officers in the performance of their duties will be exempt from these provisions.
11. Play ball, swim, golf, pitch horseshoes, engage in archery, camp or launch, dock or land any boat, engage in finding buried objects with special detectors, or participate in any other form of recreation, sporting endeavor or pastime, except in those areas which may be designated from time to time for that purpose by the Recreation Board.
12. Disrobe or change clothing except in buildings or facilities made available for that purpose.
13. Disturb the peace by any conduct so as to annoy any other person using the park for recreational purposes.
14. Operate a snowmobile, minibike, motorcycle, or any vehicle, recreational or otherwise, except on designated roads, trails, or areas set aside for their use.
15. Use threatening, abusive, insulting, profane or obscene language or words.
16. Commit any disorderly or immoral acts.
17. Hold any public meeting or rally with more than five persons or engage in any marching or driving as members of a military, political or other organization without permission of the Recreation Board, which requires a statement of information, including the name of the organization, its purpose, number of persons expected to be invited, expected duration and name(s) of person(s) in charge
18. Disobey a proper order of a police officer or Recreation Board member, or disobey or disregard or fail to comply with any rule or regulation, warning, prohibition, instruction or direction given by an authorized person and posted or displayed by sign, notice, bulletin, card, poster, or when notified or informed as to its existence by the Recreation Board or an authorized person.

19. Hunt for, capture or kill, attempt to capture or kill, or aid or assist in the capturing or killing of, in any manner, any wild bird or wild animal of any description, either game or otherwise, and to that end, it is unlawful for any person to carry onto or possess in any park, a shotgun or rifle or pistol or firearm of any make or kind unless specific permission is granted for a designated area by authority of the Recreation Board.
20. Pets must be kept on a leash and not allowed to run at large out of control. Their litter must be collected and disposed of appropriately.

**Authority to close areas.**

Recreation facilities which become hazardous for public use due to weather, water, fire or unforeseeable conditions may be closed only at the discretion of the Recreation Board.

**DEPARTMENT DUTIES**

1. Potter Township will maintain rest room facilities at Potter Athletic Complex.
2. The Township will provide trash receptacles and the disposal of trash and litter from such receptacles. Users are encouraged to dispose of trash in the dumpsters.
3. The Township will maintain the parking areas.
4. Potter Township currently provides two (2) storage sheds at Potter Athletic Complex for shared usage by leagues. Potter Township is not responsible for the contents of these units. Users may store field and game related equipment only in these sheds. Users store items in these sheds at their own risk.
5. Potter Township performs maintenance of field fertilization, mowing, weed control, and limestone applications.

**USER OBLIGATIONS**

1. One person will be the direct liaison with Potter Township Parks & Recreation Coordinator on all matters regarding any league issues. This is done in order to simplify communication between the Township and individual leagues. The designated representative will be responsible for disseminating all pertinent Township communication to league members.
2. The user will make reasonable efforts to maintain the parking lot, playing field, and common areas in a trash-free condition. The user will perform trash and litter pick up and placement into receptacles, so that the areas are in a clean and orderly state.



**Township of Potter**  
**DEPARTMENT OF PARKS & RECREATION**

**ACKNOWLEDGEMENT OF RECEIPT OF POLICY**

The undersigned, an applicant of a playing field and/or related facilities use permit, acknowledges that the undersigned has received and read the *“Community Use of Potter Township Public Athletic Fields Policy & Procedures - Dated January 2021”* and understands and will fully abide by the terms, conditions and provisions contained or referred to therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Athletic Association Represented