

Newtown Township Parks and Recreation

Facility Use Application & Fee Schedule



A GUIDE TO FAMILY FUN IN THE PARKS!

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www.twp.newtown.pa.us/ntrec



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Dear Park User:

Welcome to Newtown Township Parks & Recreation Department. Thank you for your interest and desire to use one of our Parks & Recreation Facilities. Newtown Township has over 310 acres of parks and open space permanently preserved for all the residents to use and enjoy. Whether its hiking one of our many trails in the Clark Nature Center, playing basketball in Helen Randle Park, fishing at Silver Lake Park, or having a family picnic at Roberts Ridge Park, I am confident Newtown Township Parks & Recreation has something to meet everyone's recreational needs.

Enclosed please find all the necessary information residents, organizations and community groups need in order to reserve a facility within Newtown Township's Park System. Please read carefully through this packet completely to understand exactly what is available for your group or special occasion as well as what is required of you and your group.

Enclosed you will find:

- FACILITY DESCRIPTIONS (pg. 3) – This gives an overview of what Parks Newtown Township has to offer. This doesn't include open space, only developed park land.
- CHARGES & FEE SCHEDULE (pg 4-5) – This is the “*PART 9 PARKS AND RECREATION*“ section of Newtown Township Fee Schedule Resolution 2005-R-6 adopted by Board of Supervisors on January 26, 2005. This explains all the associated fees and charges for reservation and use of Park Facilities.
- TERMS & CONDITIONS (pg. 6) – This explains what is and is not permitted regarding Facility Use.
- FACILITY USE PERMIT APPLICATION and AGREEMENT (pg. 7-8) – This is the information that you or a representative of your group completes and returns to the Parks & Recreation Office. This information is reviewed and if the use can be accommodated and you agree to the terms and conditions as well as pay all applicable fees, permission will be granted. Facility Use is on a first come, first serve basis. Because of such high demand for athletic fields during the Spring Season, new or individual single day use **CANNOT** be accommodated. Athletic League field use typically follows the previous seasons schedule. A change in Spring usage only occurs if an Athletic League voluntarily reduces the number of fields their organization needs. If an Athletic League relinquishes use of a field in the Spring Season, use then will be assigned on a first come, first serve basis if available.

Thanks again for your interest in Newtown Parks & Recreation. If you have any questions, please do not hesitate to contact me at your earliest convenience.

Sincerely,

Kathy Pawlenko
Director, Parks & Recreation
Newtown Township, Bucks County



Newtown Township Parks & Recreation Department Facility Descriptions

Carl Sedia

This 4.3-acre park is located on South Sycamore Street. It connects with Chandler Fields behind a private residence and is also a trailhead for the Newtown Trail. Carl Sedia Park, named after a long time Newtown resident, has a gazebo, benches, a walking trail and exercise stations.

Chandler Fields

This 7.1-acre park is located on South Sycamore Street adjacent to Chandler Hall Health Services. This park has two baseball fields, one softball field, a batting cage, a concession stand and restrooms. This park is also home to Council Rock Newtown Little League. It connects with Carl Sedia Park behind the residential house and is also a trailhead for the Newtown Trail.

Clark Nature Center

This 50.6-acre park is located on Durham Road (Rt. 413). This park was purchased from Lyman and Mary Clark in 1997. The original house, garage and barn remain. There is a wilderness trail that loops the entire property along two seasonal streams. Hikers can escape the daily hustle and bustle and take in all the sites and sounds of nature. If your quiet enough, you may see turkey, deer, and the numerous species of birds that call this park home.

Newtown Trail

This linear park is 3.7 miles in length and connects Tyler State Park with Newtown Township's Silver Lake Park. Leaving Tyler State Park, heading east, this trail travels along Green Lane to Council Rock North High School. From C.R. North, the trail travels east along Swamp Road to Sycamore Street. At this intersection, walkers can continue east through Newtown Borough along Washington Avenue to Newtown-Yardley Road, or head south along Sycamore Street to Carl Sedia/Chandler Fields.

After walking through the Borough, walkers continue east along Newtown-Yardley Road to Terry Drive/Lower Dolington Road. Here, walkers have the option to either head north along Lower Dolington Road to Roberts Ridge Park and Goodnoe Elementary School, or continue east along Newtown-Yardley Road to Upper Silver Lake Road. Turning left on Upper Silver Lake Road, walkers continue to the sharp bend in the road and follow the trail to the pedestrian bridge, which crosses over Core Creek. Following the east bank of Core Creek, the Newtown Trail travels under the bypass and terminates in Newtown Township's Silver Lake Park.

Helen Randle Park

This 30.8-acre park is located on Swamp Road across from Bucks County Community College. This park has four softball fields, two baseball fields, two basketball courts, a playground, a half-mile walking trail with exercise stations, restrooms, a concession stand and a picnic pavilion. This park is home to Newtown Girls Softball Association, Council Rock Newtown Little League, Bucks County Senior Softball League, and the Bucks County Hero Scholarship Tournament. In 2002, this park was renamed Helen Randle Park (formerly Swamp Road Park) in honor of long time Newtown resident Helen Randle. Ms. Randle was instrumental in securing this land from Tyler State Park for \$1.00.

Roberts Ridge

This 22.8-acre park is located at Lower Dolington Road and Frost Lane next to Goodnoe Elementary School. Parking is located behind Council Rocks Alternative School (formerly a residential house) off of Frost Lane. Roberts Ridge Park is home to a new large playground structure designed for children ages 2-12. Recently installed picnic tables, benches, and trash receptacles make your families visit more enjoyable. The Newtown Trail also traverses Roberts Ridge Park allowing walkers to access Newtown Borough, Silver Lake Park, Carl Sedia/Chandler Fields, and Tyler State Park.



PART 9 **PARKS AND RECREATION** – Section of Newtown Township Fee Schedule
Resolution 2005-R-6 adopted by Board of Supervisors on January 26,
2005

1. RECREATION PROGRAM FEES

Unless otherwise noted below, fees for Township sponsored recreational programs shall be established by the Parks & Recreation Department

2. FIELD AND FACILITY RESERVATION AND USE

Seasons Are: Spring – April 1 to July 31
 Fall - August 1 to November 30

All sports groups must submit the following with the application:

- Current seasons league fees and registration information
- Past & current seasons practice and game schedules
- Past & current seasons rosters complete with names and addresses
- Board of Directors information (phone/address/email)
- By-Laws/ Rules and Regulations of organization
- Certificate of Insurance for each sport sponsored*

a) Youth Groups (age 18 and under)

Application Fee	\$35.00/Per Season
Resident Fee	\$3.00 Per Person/Per Season
Non-Resident Fee	\$8.00 Per Person/Per Season

b) Adult Groups (Age 19 - 55)

Application Fee	\$35.00/Per Season
Resident Fee	\$ 3.00 Per Person/Per Season
Non-Resident Fee	\$ 8.00 Per Person/Per Season

c) Senior Groups (Age 55+)

Application Fee	\$35.00/Per Season
Non-Resident Fee	\$ 5.00 Per Person

d) Gazebo/Pavilion Reservation

Resident Fee	\$50.00 Per Day
Non-Resident Fee	\$75.00 Per Day

e) Special Event Permit (Non-Tournament)



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Application Fee: 35.00 Per Field/Pavilion/ Area
 Security Deposit: \$50.00

f) **Single Use Field Reservations**

Resident Fee \$75.00 Per Use/Per Field
 Non-Resident \$150.00 Per Use/Per Field

g) **Tournaments**

Application Fee \$ 35.00 Per Tournament
 Security Deposit \$ 50.00 Per Tournament
 Resident Fee \$300.00 Per Tournament
 Non-Resident Fee \$500.00 Per Tournament

Sponsors of any gatherings, which require police, maintenance, or other personnel and/or equipment, shall be responsible for all additional associated costs as determined by the Township. A deposit to guarantee payment may be required by the Township and posted with the Township prior to permit issuance.

*Certificates of Insurance naming Newtown Township as the certificate holder is required for field/ pavilion use by all organizations and companies.

3. RECREATION/OPEN SPACE CONTRIBUTIONS

Residential

Dedication of 3,000 Square feet of land per dwelling unit, or
 Fee In Lieu of land dedication per residential dwelling unit of \$5165.00

Non-Residential

Dedication of 750 square feet of land per 1,000 square feet of building are,
 or Fee In Lieu of land dedication per 1,000 square feet of non-residential
 building area or portion thereof of \$1291.00



TERMS & CONDITIONS

1. The facilities of the Newtown Township Department of Parks & Recreation are available for use by community organizations, individuals, and businesses. Use of all facilities is on a first come – first serve basis. Activities operated or sponsored by Newtown Parks & Recreation Department and Newtown organizations/residents have priority of all facilities.
2. Rental times include time utilized for set up and clean up. Be sure to allocate enough time in your reservation for both set up and clean up. You will be billed for any additional clean up time required beyond your reservation time at the rate of one and one-half times the standard rate. All facilities must be returned to the condition in which they were found. This includes replacing tables and chairs to their pre-rental state and disposing of all garbage appropriately. Additional charges will be applied if the facility is not left orderly and trash is not disposed of properly.
3. A security deposit in the amount of fifty dollars (\$50.00) is required for Special Event Permits and Tournaments. This deposit will be forfeited when conditions of the agreement are violated. Additional charges for damage or excessive wear may also be applied if conditions warrant. This deposit will be returned within 60 days when the facility is vacated in good order.
4. All local and county ordinances, state laws, and department regulations are to be honored during use. These include: no alcohol on premises, no smoking in any Township Park or Building, no animals (except guide, hearing, or other service dogs) allowed. Department employees will forward any violations to the appropriate authorities.
5. Alcohol is not permitted at any township facility.
6. The deposit must be paid in full to reserve a facility. Rental fees will be paid at least five (5) working days prior to facility use. Any adjustment or additional charges must be paid within fourteen (14) working days after notification of balance due.
7. All park facilities and picnic areas must be vacated by local sunset.
8. In the event of an emergency: call 911. Also contact Newtown Parks & Recreation Department at 215-968-2800 ext. 272.



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FACILITY USE PERMIT APPLICATION

INDIVIDUAL/GROUP INFORMATION			
CONTACT NAME _____	ORGANIZATION _____		
APPLICANT NAME (IF DIFFERENT FROM CONTACT) _____			
ADDRESS _____			
CITY _____	STATE _____	ZIP _____	
DAYTIME PHONE _____		EVENING PHONE _____	
EMAIL _____		FAX _____	
USER TYPE: (CIRCLE ONE)			
NON-PROFIT	PRIVATE	BUSINESS	OTHER _____
USE INFORMATION			
DESIRED DATE(S): _____ to _____			
HOURS: _____ to _____			
DAY(S) OF THE WEEK: _____			
NUMBER OF PARTICIPANTS _____ ADULTS _____ CHILDREN (UNDER AGE 18)			
FACILITY INFORMATION			
FACILITY PREFERENCE (CIRCLE)			
STAPLES FIELD	HELEN RANDLE PARK	CLARK NATURE CENTER	
	CHANDLER FIELDS	CARL SEDIA PARK	
	SILVER LAKE PARK		
ROOM PREFERENCE (CHECK)			
(IF APPLICABLE)			
_____ MARTINDELL MEETING ROOM (UP TO 15 PEOPLE)			
_____ MAIN MEETING ROOM (UP TO 75 PEOPLE)			
OUTDOOR AREAS (CIRCLE)			
ATHLETIC _____		GAZEBO	
(fields or courts)		Field # (%)	
PICNIC AREA		PAVILION	PLAYGROUND
TYPE OF EVENT (CIRCLE)			
WEDDING RECEPTION		MEETING	CONFERENCE
LECTURE		LUNCHEON	DANCE
FAMILY REUNION		PARTY	OTHER



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AGREEMENT

BY SUBMITTING THIS REQUEST I HEREBY AGREE TO ALL TERMS AND CONDITIONS AS SPECIFIED ON THE REVERSE SIDE OF THIS APPLICATION. I FURTHER UNDERSTAND THAT COMPLETION OF THIS REQUEST FORM DOES NOT CONSTITUTE APPROVAL OF THIS APPLICATION AND THAT I WILL BE OFFICIALLY NOTIFIED WHEN A DETERMINATIONS HAS BEEN MADE. I UNDERSTAND AND AGREE THAT SHOULD THIS APPLICATION BE APPROVED, I WILL BE HELD RESPONSIBLE FOR THE PAYMENT OF ALL FEES AND CHARGES INCURRED BY THIS USE.

THE GROUP OR ORGANIZATION SHALL HOLD HARMLESS AND IMMUNE NEWTOWN TOWNSHIP, ITS OFFICIALS AND EMPLOYEES AND THE PARKS & RECREATION BOARD FROM ANY CLAIM AND / OR LIABILITY FOR INJURIES TO ANY PERSONS OR DAMAGES TO THEIR PROPERTY ARISING OUT OF, OR IN ANY WAY CONNECTED WITH THE FUNCTIONS, ACTIVITIES AND USES OF REQUESTED PREMISES.

I RECEIVED AND READ THE NEWTOWN TOWNSHIP PARKS AND RECREATION POLICY RELATING TO THE USE OF ITS FACILITIES AND EQUIPMENT AND ACCEPT THE RESPONSIBILITY FOR MEETING THE REQUIREMENTS STATED THEREIN.

SIGNATURE OF APPLICANT

DATE

CHECK LIST FOR FACILITY USE APPLICATION

- INDIVIDUAL/GROUP INFORMATION COMPLETED
- USE INFORMATION COMPLETED
- FACILITY INFORMATION COMPLETED
- AGREEMENT SIGNED

ALL SPORTS GROUPS MUST SUBMIT THE FOLLOWING WITH THE APPLICATION IN ADDITION TO ABOVE:

- CURRENT SEASONS LEAGUE FEES AND REGISTRATION INFORMATION
- PAST & CURRENT SEASONS PRACTICE AND GAME SCHEDULES
- PAST & CURRENT SEASONS ROSTERS COMPLETE WITH NAMES AND ADDRESSES
- BOARD OF DIRECTORS INFORMATION (PHONE/ADDRESS/EMAIL)
- BY-LAWS/ RULES AND REGULATIONS OF ORGANIZATION
- CERTIFICATE OF INSURANCE FOR EACH SPORT SPONSORED*

DEPARTMENT USE ONLY

APPROVED: _____ DISAPPROVED: _____

DIRECTOR, PARKS & RECREATION

DATE

DATE: _____ CERTIFICATE OF INSURANCE ON FILE: YES _____ NO _____