

# Tredyffrin Township Parks & Recreation

1100 DuPortail Road, Berwyn, PA 19312 Phone: (610) 644-1400 fax: (610)699-1213

[www.tredyffrin.org](http://www.tredyffrin.org)

[parkandrec@tredyffrin.org](mailto:parkandrec@tredyffrin.org)

## REQUEST FOR FIELD/ FACILITY PERMIT

DATE \_\_\_\_\_

(Name of Individual/ Organization) \_\_\_\_\_

ADDRESS OF INDIVIDUAL/ORGANIZATION \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

NAME OF PARK AND/OR FACILITY \_\_\_\_\_

DATE DESIRED: \_\_\_\_\_ HOURS DESIRED: \_\_\_\_\_

NUMBER EXPECTED TO ATTEND: \_\_\_\_\_

STATE SPECIFIC PURPOSE OF USE:  
\_\_\_\_\_

INSURANCE CARRIER \_\_\_\_\_ POLICY # \_\_\_\_\_

*(Insurance certificate must be submitted with application)*

- 1) *Signature and address of responsible officer of your organization who has full understanding of and acceptance of the terms of the permit, and who will accept responsibility for adherence to Township Regulations.*
- 2) *Permit holders are required to check e-mail and evaluate the field before using and are not permitted to play on a field if damage would occur due to adverse weather conditions.*
- 3) *Permit holders are also required to police and clean up their field/facility and adjoining area after use. All large trash items, boxes, cardboard etc. should be removed by permit holder at the close of use. An additional fee (\$45.00) will be charged when said items are left for Township disposal.*
- 4) *Permit holders must provide Tredyffrin Township with a Certificate of Insurance listing Tredyffrin Township as additional insured. (Not required for family events)*
- 5) *Permit holders are required to restore to original condition, at the discretion of the Township, any field or property damaged due to negligence. The Township shall be the sole judge of destruction of property or excessive wear and tear.*
- 6) *Permit holders are responsible for damage to Township fields and facilities. If the permit holder finds the field/facility or part of the field/facility to be damaged or otherwise unable to be played on, the permit holder should report this condition before using the field/facility.*
- 7) *The Township reserves the right to close any fields or facility for safety or property concerns the Township deems necessary. Permit holder will be notified of field/facility closing.*
- 8) *Cancellation policy –Township must be notified PRIOR to the permit date of a cancellation. The Township will retain \$25.00 of permit fee for administrative costs. Refunds are NOT issued due to inclement weather. The pavilion is your shelter from the weather. The Township will work to reschedule if a new date is available.*
- 9) *Failure to follow these policies can result in revocation of your permit and/or paying for restoration of fields/facilities that have been damaged or left in an unclean condition.*
- 10) *Permit fee is to be paid at the time of the request, payment form in cash or check made payable to Tredyffrin Township. The Township does not accept credit cards.*

Contact Person Name: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Township \_\_\_\_\_

Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**LIABILITY RELEASE**

1. We do release and discharge Tredyffrin Township from any and all claims or causes of actions in law and equity arising from our activities listed above on this form and on Tredyffrin Township property.
2. We do also release and discharge all right of claims for contribution and indemnification against Tredyffrin Township by ourselves or such claims by any third parties in the event it becomes necessary to join Tredyffrin Township as an added defendant in action brought by ourselves as a result of any of the above described occurrences.
3. We also agree to indemnify and hold harmless Tredyffrin Township from any and all actions, claims and damages that Tredyffrin Township would be obligated to third parties from actions arising out of our use of Tredyffrin Township property.
4. We agree to comply with all ordinances, statues and regulations of all local, State and Federal authorities. Failure to comply will result in revocation of your permit and may also lead to fines and penalties.

\_\_\_\_\_  
Signature - Individual/Officer of Organization

\_\_\_\_\_  
Date

APPROVED \_\_\_\_\_  
Tredyffrin Township Public Works Coordinator

\_\_\_\_\_  
Date

**Authorized signature indicates full understanding and acceptance of terms of the permit. Any violation(s) will be cause for termination of this agreement by the Township.**