

CAERNARVON TOWNSHIP
BERKS COUNTY, PENNSYLVANIA
Parks and Recreation Department
P. O. Box 294
3226 Main Street
Morgantown, PA 19543

Telephone: 610-286-1010
Fax: 610-286-1001
www.caernarvon.org

FACILITY USAGE PERMIT POLICY

1. All requests for use of recreational facilities must be submitted by an individual 21 years of age or over, on the appropriate form provided by Caernarvon Township.
2. No permit shall be issued to any individual under the age of 21. The individual to whom the permit is granted shall be jointly and severally liable for all costs, expenses, fees and all property damage and/or personal injury occurring or sustained by any individual in attendance.
3. The authorized individual who signed the permit for use of the facility must be present during the entire period of use.
4. No alcoholic beverages or illegal drugs are permitted on the park property.
5. Fires may not be built or allowed anywhere in the park.
6. All activities must be concluded as such time as is required for the group to return the facility to its proper condition and be vacated prior to close of the park.
7. The Township reserves the right to require adequate supervision of all functions involving individuals less than 21 years of age. A minimum of one (1) responsible adult, 21 years of age or older, must be present for each twenty (20) individuals in attendance under the age of 21 at all functions. Additional supervision may be required as deemed necessary.
8. The individual or group is responsible for all areas, activities, and conduct occurring during the hours of expected use and arising out of the preparation for the use, clean up, or departure from the facility. Any damage other than normal wear and tear will be the financial responsibility of the group and/or the authorized individual to whom the permit is issued.
9. All organizations using the park area are required to return it to its proper condition prior to leaving, including, but not limited to:
 - a. arrangement of tables
 - b. trash in proper receptacles
 - c. lights off (except where designated)
 - d. all decorations removed
10. All permit holders are required to produce a Certificate of Insurance or sign a Hold Harmless Agreement that will be provided by Caernarvon Township.
11. Pavilion usage includes exclusive use of pavilion for the hours of expected use, access to water and fountains and bathroom sinks, electricity (MULTI-RECEPTACLE POWER STRIPS ARE NOT PERMITTED), and restrooms.

- 12. Whenever any conduct or acts of individuals or group is determined to be in violation of the rules governing the use of this facility or in violation of any statutes, ordinances, or regulations of the Commonwealth of Pennsylvania or the Township of Caernarvon, the privilege to use the facility will be terminated immediately and they will be expelled from Township property. In addition to expulsion, the Caernarvon Township Police Department may arrest and detain any individual(s) or issue citation(s) where appropriate.
- 13. Rental fees collected for the use of the facility will be determined by the current fee schedule approved by the Caernarvon Township Board of Supervisors. All fees shall be submitted together with the application. No permit will be guaranteed until such time that these fees are paid or arrangements have been approved.
- 14. Vehicles must park in designated areas ONLY. No parking permitted on the grass.
- 15. Refunds (less a \$25 administrative fee) will be given only if the permit holder cancels at least 48 hours prior to the anticipated facility usage.
- 16. In case of a true emergency regarding the use of the facilities, call 911. For minor emergencies, contact the Caernarvon Township Police Department at 610-286-1012. For all other issues, contact the Caernarvon Township Municipal Office at 610-286-1010.

I understand these terms and conditions.

ORGANIZATIONS:

Organization Name

Date

Organization Representative

Title

PRIVATE INDIVIDUALS:

Signature

Date