OFFICE USE ONLY
Fee (excluding deposit): _____
Deposit Fee: _____
Date App & Fees Received:

Park Rental & Field Use Application

Return this application and applicable fees to Borough of Hummelstown.
Applications must be submitted at least 14 days in advance of the start date.

SECTION 1: APPLICANT INFORMATION

The primary contact is the person who is to be contacted regarding the park rental or field use.

Primary Contact:		
Address:		
City:	State:	Zip:
Phone:	Cell:	
Email:		
Purpose of Use:		
Organization's Name (if applicable):		
Type of Organization (select one): ☐ Non-Profit (Please Attach Copy of 501(c)3) ☐ For-Profit/Business		

SECTION 2: GENERAL INFORMATION

Please see Appendix A for all rates.

Location Requested:	☐ **Schaffner Park**	☐ **Mehaffie Park**	☐ **Shope Field**	☐ **Hummel Nature Trail**	☐ **Alexander Park**
Use:				Single Day Rental: __/__/___ Time: _____	
				Multi-Date Rental: Start__/__/__ End __/__/__	

Will you have any of the following at your event? If yes, you must complete all applicable areas of Appendix A

☐ **Vendors (Food or Merchandise)**	☐ **Portable Restrooms & Trash/Recycling**	☐ **Motorized Vehicles**

Section 3: Complete this section for Camps, Practices, Games, and Tournaments

# of Field(s) Requested:	Field Size Requested:
Estimated Attendance Per Camp/Game (includes players, coaches, refs & spectators): _____	

COMPLETE THIS SECTION TO THE BEST OF YOUR ABILITY. Attach a current roster to verify residency.

_____ # of players that reside in the Borough of Hummelstown

_____ # of players that reside in the Lower Dauphin School District

_____ # of players that reside outside of the Lower Dauphin School District

_____ TOTAL # OF PLAYERS IN YOUR LEAGUE/ORGANIZATION

GAME/CAMP DAYS

LIST ALL GAMES OR CAMP DATES & TIMES:

☐	Monday	Time(s): _____
☐	Tuesday	Time(s): _____
☐	Wednesday	Time(s): _____
☐	Thursday	Time(s): _____
☐	Friday	Time(s): _____
☐	Saturday	Time(s): _____
☐	Sunday	Time(s): _____

NOTE:
Block scheduling is prohibited.
Changes to this schedule must be pre-approved.
Use a separate sheet if necessary.

MAINTENANCE & FACILITIES (Camps, Practices, Games, and Tournaments)

Our organization is also responsible for _____

_____

_____

_____

CERTIFICATE OF INSURANCE

Once approved, the applicant must provide a Certificate of Insurance evidencing general liability coverage in an amount of not less than $1,000,000 to the Borough and shall name the "Borough of Hummelstown" as an additional insured and certificate holder. Coverage is required for those operating motorized vehicles and major equipment, and those providing assistance with maintenance and upkeep of the fields. Proof of coverage is required in advance, and a copy must be provided to the Borough for recordkeeping.

SUBMISSION CHECKLIST: Submit via email at borough@hummelstown.gov,in person or by mail to Borough of Hummelstown, 261 Quarry Rd, Hummelstown, PA 17036.

- □ Certificate of Insurance Umbrella Policy (COI)
- □ Rosters Verifying Residency
- □ Schedules **(BLOCK SCHEDULING IS PROHIBITED)**
- □ Security Deposit & Applicable Fees
- □ List of Vendors
- □ Portable Restroom Plan

HOLD HARMLESS

I certify that the information I have provided on this application is true and correct to the best of my knowledge. If the schedules change, I will submit a revised application or additional information accordingly. The undersigned agrees to comply with and be bound by all Borough of Hummelstown rules and regulations, which are expressly made part of the current Park Rental & Field Use Guidelines and this application, and accepts full responsibility for use of athletic fields, property, and persons involved in the use of fields. The undersigned agrees to indemnify and hold harmless the Borough of Hummelstown, its agents, officers, officials and employees and volunteers from any and all liability, claims, actions, demands, damages and expenses, including, without limitation, reasonable attorney's fees incurred by or on behalf of them, arising out of injury or damage of any kind, to persons or property, in any way connected with participation as an field user on Borough property.

- □ I HAVE READ THE BOROUGH OF HUMMELSTOWN RULES AND REGULATIONS FOR PARK AND FIELD USE AND AGREE TO ABIDE BY THEM IN THEIR INTIRIETY. (APPENDIX B)

All information contained in this application is subject to public disclosure in accordance with the Pennsylvania State Public Disclosure Act.

_____	_____	_____
Applicant's Name (printed)	Applicant Signature	Date

APPENDIX A

PARK RENTAL RATES (NON-FIELD USE)

	RESIDENT	NON-RESIDENT	NON-PROFITS In Lower Dauphin School District	PROFESSIONAL FOR PROFITS/ Non-Resident, Non-Profits
Pavillion and Restroom	$100/Day	$200/Day	37.50/Day	$250/Day
Pavillion, Restroom, Kitchen (Schaffner Only)	$150/Day	$250/Day	$125/Day	$350/Day
Security Deposit	$75/Day	$75/Day	$75/Day	$75/Day
Insurance	N/A	N/A	$1,000,000	$1,000,000

FIELD USE RENTAL RATES

Security Deposit	$200.00
Leagues/Tournaments (per field/per day)	
• Non-Resident Individual/Business	$200.00
• Resident Individual/Business	$135.00
• Non-Resident Non-Profit	$150.00
• Resident Non-Profit	$125.00
Single Day (per field/per day)	
• Non-Resident	$60.00
• Resident	$35.00
Vendors (excluding Borough-Sponsored events)	$35/per vendor
Camps (per field/per day)	
• Non-Resident Individual/Business	$150.00
• Resident Individual/Business	$125.00

VENDORS

List all vendors participating in your event. A Certificate of Insurance (COI) Umbrella Policy is required for all events selling food or beverages and the COI must list the Borough of Hummelstown as additional insured. Food/Beverage vendors that are cooking on-site, must have a fire extinguisher at their space. Generators should be secured and away from the general public.

Total # Food/Beverage Vendors: _____ (Attach a List of Vendors) **TOTAL VENDOR FEE: _____**

PORTABLE RESTROOMS & TRASH/RECYCLING

It is recommended to have two (2) chemical or portable toilets for every 100 people attending the event. Federal guidelines require 5% of these facilities to be ADA accessible. If the event is especially large or lasts more than one day, the restrooms will need to be serviced and additional toilet paper/consumables re-stocked, or additional units must be provided.

# of Units Your Providing: _____ Delivery on Site (date/time):_____/_____ Removal (date/time): _____/_____
Name of Supplier: _____ Phone: _____

A contract should be provided to the Borough in advance. Placement of restrooms must be placed in accordance with Borough approved map. (APPENDIX C)

MOTORIZED VEHICLES (i.e. golf carts, utility carts, trailers, etc.)

Make/Model: _____ Driver: _____

APPENDIX B

BOROUGH OF HUMMELSTOWN
RULES AND REGULATIONS FOR PARK & FIELD RENTALS

1. Payment of a security deposit is required at the time of application. This fee does not include Borough services for field use.
2. Field use permits are not transferable. Changes in ownership, operation or responsible party for the field use requires reapplication for a permit.
3. Ticket sales/fundraising/vendor sales activities are permitted only for the support of non-profit organizations with a current 50l(c)(3) exemption issued by the Internal Revenue Service (IRS).
4. Any activity involving food sales or giveaways will be subject to all Pennsylvania Health Code regulations. All vendors may be subject to inspection by Borough Staff or any Designee on the day of the event.
5. Applicant shall have a copy of the approved permit available for inspection, by Borough Staff or any Designee at the park and field rental.
6. No person, vendor or object may block the emergency access lane. Person(s) found in violation will result in permit revocation.
7. All Borough Ordinances and Resolutions apply to all park/field rentals, unless a temporary exception has been made by Borough Council.
8. Any person found in possession of an illegally controlled substance or alcoholic beverage, in the case of non-permitted alcoholic beverages, on Borough-owned property or public property will be prosecuted to the fullest extent of the law.
9. If Applicant cancels its athletic field use application prior to thirty (30) days before its scheduled date, Applicant will receive a 70% refund of the security deposit and permit fee. If the event must be cancelled due to uncontrollable circumstances, i.e. weather, pandemic, epidemic, public health emergency, or any other Act of God, the Borough will allow the field use to be rescheduled. Applicant must contact the Borough to establish a new event date.
10. The Borough reserves the right to cancel a park/field rental for any reason. The Borough Manager, Chief of Police, or designee may cancel or withdraw park/field rental permits for public safety concerns, weather, or traffic conditions. If a permit is cancelled or withdrawn, the applicant shall receive a 70% refund or be permitted to reschedule their park/field rental. Park/field rental permits revoked for a breach of terms or conditions, or violation of Federal, State or Local Law, are not eligible for any refund. The Borough bears no obligation to provide reimbursement for any obligation or expense that Applicant may have incurred related to organizing or promoting the park/field rental.
11. All Borough parks close at sunset, therefore, any league wanting to play after normal park hours must request written permission. If permission is granted, you will be asked to provide a lighting plan specifying the areas that will be lit and lighting levels.

12. Applicant shall be responsible for all costs related to the park/field rental, including but not limited to, police coverage, emergency services, trash pickup/disposal, traffic control, portable restroom facilities, health inspections, insurance coverage and other measures or Borough services required or requested for the health and safety of persons attending the park/field rental event. Removal of trash/recycling receptacles, portable restroom facilities, and any other temporary object or structure related to the park/field rental shall be removed from the premises as soon as practicable after the park/field rental event.

13. The applicant is responsible for the equipment used by the league. This includes motorized vehicles and the person(s) operating these vehicles. The applicant's general liability policy must provide coverage for the equipment and the person operating the equipment. Storage of vehicles is not permitted without written consent. Gas and oil cannot be stored on park property. The operator must have a valid Pennsylvania Driver's License and must be over the age of 18.

14. The number of police officer(s) assigned to each park/field rental is an operational public safety decision of the Borough in consultation with the Hummelstown Police Chief or his designee. Borough staff will total the cost of police services for the park/field rental. All police personnel expenses will be invoiced per the current fee schedule for the Applicant.

15. The number of Fire/EMS personnel assigned to each park/field rental event is an operational public safety decision of the Borough in consultation with the Hummelstown Fire Chief or his designee. Staff will total the cost of Fire/EMS services for the park/field rental. All Fire/EMS expenses will be invoiced to the Applicant.

16. Applicant shall control the crowd and noise created by the operation of the park/field rental event, including but not limited to, the conduct of patrons, or any other disturbances prohibited by Federal, State and Local laws.

17. The Borough reserves the right to pursue legal and/or other appropriate action against Applicant for abuse of the park/field rental permit. Any person, association, organization, firm or corporation who or which shall violate any provision of this permit shall, upon conviction thereof, be sentenced to pay a fine of not more than $300 Sec. 16.104 Park/Field Rental Fines and costs of prosecution and, in default of payment of such fine and costs, to imprisonment for not more than 90 days.

18. All expenses incurred by Applicant in connection with the park/field rental permit application process, park/field rental event, or withdrawal of a park/field rental permit for violation of federal, state, or local laws in connection with the use of the park/field rental event permit are the sole responsibility of Applicant, regardless of whether the park/field rental event occurs.