

Skippack Township  
Rules & Regulations for the use of Township Facilities

Definitions / Explanations

Recognized Organization – A non-profit community organization which serves the residents of Skippack Township. Such organizations include religious, civic, and athletic organizations which place no restrictions on membership or participation in the events of the organization. Rosters and / or proof of residency may be required.

Cancellation Fee – A cancellation fee of one half of the rental fee will be assessed if use of a facility is cancelled within 48 hours of the scheduled time of the event. Exceptions will be made if an event must be cancelled due to inclement weather to avoid potential damage to the facility. Reservations cancelled more than 48 hours of the time of the event will be credited with a full refund.

Commercial Use – Any “for profit” use such as public or private lessons, workshops, or camps. (Comparable activities that are run by recognized organizations as part of a fund-raising activity, or as a service to its members (i.e., no additional fee is charged to the participant above the normal program registration fee) and the general public, are not subject to commercial use fees.)

Refundable Deposit - A deposit that is required for each reservation made by an individual or organization. The deposit may be waived for recognized organizations, or for extended users that are assisting in the maintenance or upgrading of the facilities.

Rental fees / deposits are required for each reserved event unless otherwise specified (e.g., baseball game, soccer game, picnic, etc.). A single event may not exceed four (4) hours in duration. For events exceeding four hours, an “additional” reservation may be required, subject to the discretion of the Township.

Rental fees for park “open space” assume non-destructive, low impact use of these public lands. The Township reserves the right to increase rental fees and deposits for an individual use based on anticipated impacts.

Community Rooms

- Residents of the Township may schedule the use of the (two) Community Rooms in the Municipal Building.
- Township residents have first priority in scheduling the use of the facilities.
- Recognized organizations that represent township residents may also be afforded first priority in scheduling, however these organizations must first apply for, and be granted, recognition by the Township Park Board.

- All events must be scheduled in advance.
- The resident or organization representative requesting use of the facilities may secure an access “key” the business day before the requested date. A \$10 refundable deposit is required for the access key.
- Any individual / organization that use a facility must leave the facility in the same or better condition than which it was found. Failure to do so will result in the loss of the required deposit and possible loss of future privileges. They will also be financially responsible for all damages.
- Community Rooms are to be used for meetings only. Parties are prohibited.
- Activities involving minors (e.g., scouting events) must be closely supervised by adults. One adult must be present for every five children.
- Maximum occupancy restrictions must be observed at all times.
- Use of the facilities is subject to approval by the Township Manager, Director of Parks and Recreation, and / or the Skippack Township Board of Supervisors.

#### Park Facilities

- All park facilities, unless otherwise scheduled, are available for use by township residents on a “first come, first serve” basis.
- Residents of the Township have first priority in scheduling the use of park facilities. Recognized organizations that represent township residents may also be afforded first priority in scheduling, however these organizations must first apply for, and be granted, recognition by the Township Park Board.
- Reserved (scheduled) use of a Park facility is subject to a rental fee. Rental fees are established in Resolution 2008- 30. All rental fees must be pre-paid to the Township
- In addition to the noted rental fee, all individuals reserving Park facilities must leave an imprint or copy of a valid credit card and driver’s license. Necessary repair of damages attributable to misuse by the renter will be assessed to the credit card account.
- Any formal event requiring exclusive use of fields, courts, or any facility require reservations and must be scheduled.

- Activities involving minors (e.g., scouting events, birthday parties, etc.) must be closely supervised by adults. One adult must be present for every five children. For team events, each participating team must have two adults present at all times.
- Any individual / organization who schedule a facility must leave the facility in the same or better condition than which it was found. Failure to do so may result in the loss of future privileges.
- Extended users of any facility are expected to assist in the maintenance and/or upgrade of the facility. Such assistance MAY be considered in lieu of reservation and rental fees (either in whole or part).
- An individual resident may only schedule facilities for a single specific event at any one time. Multiple events involving a single facility or type of facility require prior approval by the Park Board.
- Common use areas, including walking trails, playgrounds, and naturalized open space areas, etc., may not be reserved by any individual or organization and are to remain available for use by the general public.
- The Township reserves the right to refuse accepting reservations for any facility. Misuse of the reservation system will result in the loss of reservation privileges.