



1745 Granite Station Rd. Gettysburg, PA 17325
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Straban Township Parks and Recreation **RESERVATION REQUEST**

➤ **Please submit 2 weeks prior to the date(s) requested** ◀

Individual/Group/Organization: _____

Contact Person(s): _____

Day Phone: _____ Evening Phone: _____ Cell #: _____

Address: _____

Email address: _____

Reservation for (Please check all that apply):

Baseball / Softball Field(s)

"A" Field (with pitchers mound)

Pavilion

"B" Field (w/mound, suitable for practice)

Soccer Field

"C" Field (without pitchers mound)

Other (Please Specify) _____

Estimated Attendance for event: _____

Date(s) to be reserved: _____

Hours of reservation: _____

Guidelines and Policies:

1. Park Facilities closed after 10 pm.
2. All trash must be picked up and properly disposed of. The Park is to be left as clean as it was found.
3. Park users are responsible for any damage while using the Park.
4. All noise and music must be kept to a reasonable level.
5. No admission fee may be charged.
6. No food or concessions may be sold on the Park property.
7. We reserve the right to accept or reject any application.
8. All vehicles must be parked in authorized areas.
9. No parking on the grass areas except the designated overflow parking areas.
10. No alcoholic beverages are permitted.
11. No glass containers are permitted outside of the pavilion area. Preference is not to have glass containers.
12. Dogs are permitted only on a leash. Owners will pick up any waste dropped by pet.
13. Use of any park facilities is at the users' risk.

➤ **See Page 2 for Signatures & Information for Organized Groups** ◀

Added Information for Organized Groups:

1. **Definitions:** Organized Groups are defined as sports leagues, event sponsors, commercial entities or charitable organizations that collect dues or fees, operate under a charter or other formal organizational document and are governed by a board of directors or other formally constituted leadership structure.
2. **Scheduling:** Organized groups are required to submit requests for reserved use of facilities for the Fall season no later than 15 July and the Spring season no later than 15 March. Every effort will be made to reasonably accommodate all requests in a fair and equitable manner. Schedule conflicts will be resolved by the Recreation Board. All decisions are final.
3. **Insurance:** Organized groups are required to provide current proof of liability insurance to be kept on file at the township office. This insurance documentation must include Straban Township as an “additional insured” entity and is a prerequisite for approval of Straban Township Recreation Facilities requests. Organizations are to notify the township upon any change to their insurance coverage status.

Proof of Insurance attached Proof of Insurance Submitted/On File @ Twp.

4. **Field Closure:** Approval of reservation requests does not guarantee that the fields will be open. Facilities may be periodically closed to conduct maintenance or preserve the condition of the field based on wear and tear and/or weather conditions. The township staff will post signs indicating that the fields are closed. This notice will supersede any approved request. Users may call the Township office for current field status. Any organization that violates this procedure may be banned from the use of any township recreation facilities.

If an approved request is cancelled please inform the Township office as soon as possible.

I acknowledge that I have read, understand, and agree to comply with all park guidelines and policies listed on this 2 page form, and I am responsible for my group’s compliance.

Applicant Name: _____
Please Print

Applicant Signature: _____ Date: _____
Please Sign

Straban Township reserves the right to revoke the privilege of a person / organization to use the Recreation Park if the person / organization violates any guidelines or policies set forth above. Please note: these policies are subject to change.

Official use only

Approved Disapproved Date: ____/____/____

Comments/Rationale:

Approving Authority