



425 PRINCE STREET, SUITE 170, HARRISBURG, PA
17109 717-657-5600 www.lowerpaxton-pa.gov

For Office Use: Permit #: _____
Liability Insurance Provided? _____
Permit Issue Date: _____

2022 PARK BALLFIELD / COURT RESERVATION REQUEST

Name of Organization: _____ Today's Date: _____

Name of Representative: _____ Position/TITLE: _____
(Must be age 18 or older)

Address: _____

Telephone: _____ Email: _____

Have all of your organization's staff and volunteers working with youth successfully completed proper background checks? Y N

Field(s) /Court(s) Requested: _____ At: _____ Park

For the purpose of: _____

Day(s)/Date(s) Requested: _____ Start/EndTime _____

Registration Dates _____ Practice Start Dates _____ Opening Day _____ Tentative End Date _____

Participants - Estimated Number: _____ Age Range: _____ Percent of L. P. Twp. Residents: _____ %

FEE Schedule per field / court	Check One	
L. P. Township Resident		\$20.00 permit fee plus \$25/date
Non-Resident		\$40.00 permit fee plus \$40/date

(Example: Use of one field by a township resident for ten dates -\$20 permit fee + \$25 per site/per date x 10 dates = \$270.00)

Activities organized for Lower Paxton Township youth sports organizations (under age 18) are allowed to reserve facilities without payment. Adult activity applicants and Non-resident youth sports organizations are required to pay the permit and per date fee.

Return reservation payment and proof of insurance, if applicable, to Lower Paxton Township Parks and Recreation, along with this completed form to receive a permit confirming the reservation. All requests must be received at least two weeks prior to the reservation date.

I/We have read the guidelines regarding use of Township facilities and agree to assume responsibility for observance of these regulations.

NOTE: Do not sign this application until you have read and acknowledged all guidelines and policies on both pages.

Signature _____ Date _____

***Game schedules will be required before Opening Day.**

PARK BALLFIELD / COURT RESERVATION REQUEST (Continued)

CONDITIONS OF USE

1. A signed certificate of general liability insurance naming Lower Paxton Township as additionally insured and carrying a minimum of \$1,000,000 per occurrence is required with reservation approval.
2. Applicant may not assign, sublet or transfer its rights or privileges to any other individual, group or organizations.
3. Refundable cancellations are those requested more than two weeks in advance of the reserved time.
4. In case of inclement weather, you may reschedule your event by calling the Parks & Recreation Department.
5. A field / court permit guarantees the use of that facility only, and does not guarantee the use of the adjacent park facilities, ballfields, courts, grounds or equipment. Ballfield / court lights are not included in the reservation fee.
6. No concessions shall operate on Township park property without the written approval of the Director of Parks and Recreation.
7. According to Park ordinance 132-4 D., merchandising, advertising, and placement of signs is not permitted in Township Parks without the written approval of the Director of Parks and Recreation.
8. Park facilities shall not be used for the financial gain of any individual(s) or a private commercial enterprise.
9. Special events for the purpose of fundraising (such as tournaments, 5K races, etc.) must be covered by a separate application and permit.
10. Any additional equipment (such as entertainment systems, animals, carnival and water activities) must be approved and noted on permit. Contact the Parks and Recreation Department for more information.
11. All applications for facilities are dependent upon the availability of the facilities. The Lower Paxton Board of Supervisors, the Parks and Recreation Department and other Township departments have prior right to schedule and use all facilities.

HIGHLIGHTS OF PARK RULES & REGULATIONS

1. Park hours: Dawn to dusk (lighted fields / courts until 10 pm)
2. Alcoholic beverages are prohibited. No person shall be under the influence of intoxicating drugs or alcohol.
3. Motorized vehicles – speed limit is 15 mph. Parking is permitted in designated areas only. Washing and repairing of vehicles is prohibited. Only licensed vehicles with licensed operators are permitted.
4. Profane language is prohibited.
5. All pets must be on a leash no more than six feet long. Owners must clean up all animal waste deposited by their pets.
6. Place all refuse in containers provided.
7. **Only charcoal is permitted in park grills. GAS GRILLS ARE NOT PERMITTED WITHOUT WRITTEN PROOF OF LIABILITY INSURANCE. (Please contact the Parks and Recreation department for further information.)**
8. Gathering or removing any wood, turf, soil or any other materials at any park is prohibited, unless specifically permitted in writing by the Director of Parks and Recreation.
9. No person may hunt, trap or pursue wildlife in any park at any time.
10. Liability insurance for certain events or activities may be required by the Director of Parks and Recreation.

LOWER PAXTON TWP PARKS

Brightbill Park	Hodges Heights Park	Koons Park	Ranger Fields
Centennial Acres Park	Hurley Fields	Lamplight Park	Stray Winds Park
Forest Hills Park	Kings Crossing Park	Lingle Park	
George Park	Kohl Park	Paxtonia Fields	

LOWER PAXTON TOWNSHIP PARKS AND RECREATION
PARK BALL FIELDS & COURTS

Brightbill 126 Carolyn St.	Field #8 Field #9 Field #10 Field # 11 Field # 15 Court #1 Court #2 Court #3 Court #1 Court #2 Court #3 Court #4 Small	Midget Baseball Adult Softball (Santanna Field) Pony Baseball Tee-Ball Pony Baseball Basketball Basketball Basketball Tennis Tennis Tennis Tennis Multi-Purpose Field
Centennial Acres 4291 Continental Dr.	Field #23 Court #1 Court #2 Court #1	Multi-Purpose Field Tennis Tennis Basketball
Forest Hills 4100 Wimbledon Dr.	Field #22 Court #1 Court#1	Multi-Purpose Field Tennis Basketball
George 300 N. Nyes Rd.	Field #25 Field #26 Field #27 Field #28 Field #29 Rink Lot	Full-Size Soccer Field Intermediate Soccer Field Teener/Multi-Purpose Field Midget/Multi-Purpose Field Multi-Purpose Field (above pavilion) Hockey Rink Parking Lot
Hodges Heights 6617 Conway Rd.	Field #14	Tee-Ball/Softball
Hurley Field	Field #19	Babe Ruth Baseball Field
Kings Crossing 1625 Buckingham Rd.	Field #24	Baseball/Multi-Purpose Field
Kohl 1050 Dowhower Rd.	Field #12 Field #13 Court #1 Court #2 Court #1 Court #1 Court #2 Court #1 Court #2	Smaller Softball (near tennis courts) Larger Softball (far end of park) Sand Volleyball (near parking lot) Sand Volleyball (farthest from parking lot) Basketball Tennis Tennis Handball Handball

Koons 6030 Larue St.	Field #1 Field #2 Field #3 Field #4 Field #5 Field #6A Field #6B Field #7 Football Field Court #1 Court #2 Court #1 Court #2 Court #3 Court #1 Court #2 Court #3 Court #4 Court #1 Court #2	Girls Softball (near tennis courts) Girls Softball (near salt building) Teener Baseball (near Balthaser Street) Baseball / Softball (near basketball court) Midget Baseball (Michael Jones Field) Tee-Ball (near pool) Tee-Ball (near Midget field) Pony Baseball Field (near Balthaser St/bocce courts) (near Raspberry Lane) Volleyball (near) Volleyball (far) Basketball (nearest parking) Basketball Basketball Tennis Tennis Tennis Tennis Bocce Bocce
Lamplight 6082 Mayfair Dr.	Field #21 Court #1	Multi-Purpose Field Basketball
Lingle 1130 Pleasant Rd.	Field #16 Field #17 Field #20	Smaller Softball Field (near parking lot) Larger Softball Field (far end of park) Multi-Purpose Field
Paxtonia Fields N. Nyes Rd.	Field #30 Field #31 Field #32 Field #33 Field #34 Field #35	Pony Baseball Field Minor Softball Field Teener Softball Field Baseball Field A Baseball Field C Tee-Ball Field (top of hill)
Ranger Fields Jonestown Rd.	Field #1 Field #2 Field # 3 Field #4 Main Soccer Field	Lower Right (South) Soccer Upper Left (North) Soccer Upper Right (South) Soccer Next to Main Field - Soccer Main Soccer Field
Stray Winds 3919 McIntosh Rd	Field #38	Multi-purpose field