



**LOWER PAXTON TOWNSHIP**  
**PARKS & RECREATION DEPARTMENT**  
 425 PRINCE STREET, SUITE 170, HARRISBURG, PA 17109  
 717-657-5600 [www.LowerPaxtonParksandRec.com](http://www.LowerPaxtonParksandRec.com)

For Office Use: Permit #: _____ Liability Insurance Provided? _____ Permit Issue Date: _____
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2021

**PARK BALLFIELD / COURT RESERVATION REQUEST**

Name of Organization: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
 (Must be age 18 or older)

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**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 / End Times Requested: \_\_\_\_\_

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

Comments: \_\_\_\_\_

FEE Schedule per field / court	Check One	(Additional fees may apply for Santanna Softball Field lights)
L. P. Township Resident		<b>\$20.00 permit fee plus \$25/date</b>
Non-Resident		<b>\$40.00 permit fee plus \$35/date</b>

**(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 \_\_\_\_\_

## 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

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

**LOWER PAXTON TOWNSHIP PARKS AND RECREATION**  
**PARK BALL FIELDS & COURTS**

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

**Koons**  
6030 Larue St.

Field #1	Girls Softball (near tennis courts)
Field #2	Girls Softball (near salt building)
Field #3	Teener Baseball (near Balthaser Street)
Field #4	Baseball / Softball (near basketball court)
Field #5	Midget Baseball (Michael Jones Field)
Field #6A	Tee-Ball (near pool)
Field #6B	Tee-Ball (near Midget field)
Field #7	Pony Baseball Field (near Balthaser St/bocce courts)
Football Field	(near Raspberry Lane)
Court #1	Volleyball (near)
Court #2	Volleyball (far)
Court #1	Basketball (nearest parking)
Court #2	Basketball
Court #3	Basketball
Court #1	Tennis
Court #2	Tennis
Court #3	Tennis
Court #4	Tennis
Court #1	Bocce
Court #2	Bocce

**Lamplight**  
6082 Mayfair Dr.

Field #21	Multi-Purpose Field
Court #1	Basketball

**Lingle**  
1130 Pleasant Rd.

Field #16	Smaller Softball Field (near parking lot)
Field #17	Larger Softball Field (far end of park)
Field #20	Multi-Purpose Field

**Paxtonia**  
N. Nyes Rd.

Field #30	Pony Baseball Field
Field #31	Minor Softball Field
Field #32	Teener Softball Field
Field #33	Baseball Field A
Field #34	Baseball Field C
Field #35	Tee-Ball Field (top of hill)

**Ranger Fields**  
Jonestown Rd.

Field #1	Lower Right (South) Soccer
Field #2	Upper Left (North) Soccer
Field # 3	Upper Right (South) Soccer
Field #4	Next to Main Field - Soccer
Main Soccer Field	

**Stray Winds**  
4001 McIntosh Rd

Field #38	Multi-purpose field
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