



LOWER PAXTON TOWNSHIP
 PARKS & RECREATION DEPARTMENT
 5000 COMMONS DR, HARRISBURG, PA 17112
 717-657-5635 www.lowerpaxton-pa.gov

For Office Use: Permit #: _____ Liability Insurance Provided? _____ Permit Issue Date: _____
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2020

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)
L. P. Township Resident		\$20.00 permit fee plus \$25/date
Non-Resident		\$40.00 permit fee plus \$35/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 _____

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

LOWER PAXTON TOWNSHIP PARKS AND RECREATION
PARK BALL FIELDS & COURTS

Brightbill 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
Centennial		
Acres 4291 Continental Dr.	Field #23	Multi-Purpose Field
Forest Hills 4100 Wimbledon Dr.	Field #22	Multi-Purpose Field
George 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)
Hodges Heights 6617 Conway Rd.	Field #14	Tee-Ball/Softball
Hurley Maint.	Field #19	Babe Ruth Baseball Field
Kings Crossing 1625 Buckingham Rd.	Field #24	Multi-Purpose Field
Kohl 1050 Dowhower Rd.	Field #12	Smaller Softball (near tennis courts)
	Field #13	Larger Softball (far end of park)
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	Girls Softball (near basketball court)
	Field #5	Midget Baseball (Michael Jones Field)
	Field #6	Tee-Ball (near pool)
	Field #7	Pony Baseball Field (near Balthaser St/bocce courts)
	Football Field	(near Raspberry Lane)
Lamplight 6082 Mayfair Dr.	Field #21	Multi-Purpose Field
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
Mateer Fields (S. of Fritchey Off of Berryhill)	Field #36	Baseball Field
	Field #37	Tee-Ball 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
McIntosh Rd

Field #38	Multi-purpose field
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