**Halifax Area Recreation Authority (H.A.R.A.)**

203 Armstrong Street, P.O. Box 202, Halifax, PA 17032

Phone: 717-889-5270, Fax: 717-827-2124

Email: HalifaxRec@comcast.net

 **APPLICATION AND AGREEMENT**

**FOR USE OF RECREATION FACILITIES**

**BY ORGANIZATIONS, GROUPS, AND TEAMS**

**SUBMIT IN DUPLICATE**

 **I. ORGANIZATIONS/APPLICANTS INFORMATION**

 SPONSORING (APPLICANT): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 President/Chair of Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Complete Purpose of Activity and Special Needs, if any**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Check which of the following Facilities will be needed:**

Veterans Memorial Park, Halifax Borough

Baseball Field\_\_\_ Basketball Court\_\_\_ Street Hockey Court\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deppen Park, Halifax Township

Fishing\_\_\_ Picnicking\_\_\_ Camping\_\_\_ Pavilions\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athletic Fields Facility, Halifax Township

Soccer\_\_\_\_ Rugby\_\_\_\_ Football\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Needs (Specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Electric: \_\_\_

Equipment (if available):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date(s) Preferred:\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_ Times:\_\_\_\_\_\_\_\_\_\_\_\_ through\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (begin) (end) (begin) (end)

**1. PARTICIPANTS**

 Total Number: \_\_\_\_\_\_\_\_\_\_\_\_ \*\*Submit Rosters to H.A.R.A. prior to facility use

**2. ESTIMATED PUBLIC ATTENDANCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \*\* H.A.R.A., at its discretion, reserves the right to invoice applicant for additional costs, including but not limited to the need for additional portable restrooms to accommodate the level of public attendance, that are caused by the applicants use of H.A.R.A.’s facilities.

**3. INDIVIDUAL TEAMS INFORMATION: (PLEASE LIST FOR EACH TEAM)**

 Name of Team Captain/Coach Phone Number

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **4. AMPLIFIED SOUND: (Please describe in detail, type and power of equipment)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **5. USE FEES:**

 Permit Fee Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Paid \_\_\_\_\_\_\_\_\_\_\_

 Lights Fee Permit \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid \_\_\_\_\_\_\_\_\_\_\_

 Deposit Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Paid \_\_\_\_\_\_\_\_\_\_\_

 **Fees will be determined from time to time by H.A.R.A. Board, which may waive any**

 **fee or portion thereof at its discretion. FULL PAYMENT OF ALL FEES IS DUE NO**

 **LATER THAN THIRTY (30) DAYS PRIOR TO USE.**

**II. APPLICATION PROCEDURE**

1. All applications for the use of Halifax Area Recreation Authority facilities shall be made to the Halifax Area Recreation Authority Board, P.O. Box 202, Halifax, PA 17032.

2. Subject to the provisions of these regulations, each Application shall be reviewed by the H.A.R.A. Board and such Application shall not be considered approved until a permit is issued, and said permit shall be available for inspection at all times while using the facility.

3. Application for the use of recreation facilities shall be made on these forms only, provided for the purpose. Such application will be signed by an authorized representative of the organization making application and will be submitted at least thirty days prior to the date of proposed function. Applications will be accepted on a first come, first serve basis.

4. H.A.R.A. facilities may be used only upon written approval of this Application/Agreement by the Authority represented by returning to the applicant a copy of the signed duplicate Agreement along with the permit.

**III. AVAILABILITY OF FACILITIES & ELIGIBILITY**

1. H.A.R.A. facilities shall be available for use by non-profit groups on a first come first serve basis pending completion of all requirements set forth herein.

2. H.A.R.A. reserves the right to terminate this agreement at any time for any reason.

**IV. OPERATIONAL REGULATIONS**

1. Organizations receiving permission to use park facilities are responsible for the conduct of both participants and spectators and shall provide competent adult supervision to handle anticipated crowds.

2. Facilities may be used only for the purpose and activity requested and solely on those dates/times approved by the H.A.R.A. These approved dates/times are the only dates/times organizations may use facilities. Any additional dates/times (e.g. rain- outs, playoffs, etc.) must first be approved, in writing, by the H.A.R.A.

3. The organization/applicant requesting the use of facilities may not subject or transfer their rights or privileges to any other individual group or organization.

4. The H.A.R.A reserves the right to require certain supporting services be on hand at some events (e.g. park groundskeeper and security personnel) that may call for additional fee assessments to applicant.

5. The applicant may not install equipment without written consent of the H.A.R.A Board.

6. The H.A.R.A. may at its discretion take such action as may be deemed necessary to preserve order and the recreation facility, but the taking of such action does not relieve the applicant of his/her/their responsibilities in that regard.

7. Any H.A.R.A. facility that becomes hazardous for public use due to weather, water, fire or other conditions may be closed at the discretion of the H.A.R.A. Board.

**V. RULES AND REGULATIONS FOR USE OF RECREATION FACILITIES**

1. The Following Rules must be observed in the use of buildings and ground, and Sponsoring

Organizations/Applicant will be held responsible for any loss or damage growing out of the violation thereof:

a. Pets must be leashed at all times. Animal wastes must be removed immediately and disposed of properly.

b. The Park is closed from dusk to dawn.

c. Gambling and profane or obscene language are not permitted on the premises,

d. Disorderly conduct of any kind is prohibited and violators will be ejected from the facilities and may be prosecuted as appropriate.

e. Alcoholic beverages, firearms, and illegal drugs are prohibited in all H.A.R.A. facilities/parks.

f. Motorized vehicles are prohibited except within the parking lot and driveway areas. Never block

main drives in case of emergency.

g. All persons using the premises are expected to abide by the ordinances of the municipality in which the facility is located, as well as state and federal laws.

h. Fields, courts, and facilities must be left in a clean condition; if not, future use will be denied.

i. Absolutely no altering of fields, courts or facilities in any way.

j. Teams/Associations/Individuals damaging fields, courts or facilities will be held financially

responsible as noted by H.A.R.A. employees and/or Board members, who will document the

damages and present them to the H.A.R.A. Board. Notify the H.A.R.A. of any damage prior to using

the field, court or facility to avoid being held liable for damages.

k. “Basketball Courts” are for basketball and “Street Hockey Courts” are for street hockey –

appropriate shoes and equipment only – NO metal spike baseball shoes, bikes, or other items that

may damage the court surface are allowed on any courts.

l. Activities are not permitted on fields with standing water or if water saturated field conditions

exist. When possible, signs indicating FIELD CLOSED will be posted when poor field conditions

exist.

m. Use of fields, courts or facilities is for the public. Priority is granted to scheduled teams or groups.

The public is asked to move to another vacant area if possible. Schedules are posted on the bulletin

board at the main building, concession window, and rest room area of the individual parks.

n. H.A.R.A assumes no responsibility for loss of property or personal injury.

o. The use of this complex is a privilege granted by the H.A.R.A. and any abuse of

the privilege could lead to revocation of the team/association/individual application.

p. Return application/reservation to the H.A.R.A. P.O. Box 202, Halifax, PA 17032. Paperwork must be accompanied by full fee and deposit. Make checks payable to “H.A.R.A.”

q. Cancellation Policy – Payment for reservation is due upon completion of Facility Use

Agreement. H.A.R.A. reserves the right to refuse refund of User Fee due to

cancellation; however, we will review each reservation on a case by case basis.

Non-compliance with any of the above Rules and Regulations will cause denial of future use of facility.

FAILURE TO COMPLY WITH ANY OF THE ABOVE REGULATIONS WILL CAUSE PERMIT

TO BE REVOKED.

2. **CLOSING TIME/LIGHTS** The activity must not terminate later than the scheduled closing time as agreed upon in this Agreement. All parks under Hara control are closed from dusk to Dawn. Facilities with lights may be used until 10:00 P.M.: lights will be turned off no later than 10:00 P.M. at which time facility must be vacated.

3. **AMPLIFIED SOUND** Amplified sound equipment is permitted only if indicated and described in detail on this agreement. Amplified sound will be closely monitored by H.A.R.A. and shall be so operated as not to cause excessive sound disturbing neighbors. In the event that a H.A.R.A. official or representative informs the Organization/Applicant that such amplified sound is excessive, Applicant must immediately reduce the sound to an acceptable level. If there is no compliance, this Agreement will be terminated, and permit revoked/cancelled and Organization/Applicant must immediately vacate facilities.

4. **CANCELLATION** This Agreement may be terminated and any permit previously issued cancelled/revoke for just cause, determined by the H.A.R.A. Board at their sole discretion, at any time without assigning any reason thereto. If termination occurs before start of event/activity, all unused fees shall be returned to organization/applicant.

5. **SECURITY** H.A.R.A will review each Application to determine whether security is necessary for use requested and will so indicate the number of Security Officers necessary on this Application and Agreement. Organization /Applicant must supply Officers acceptable to H.A.R.A and pay the full cost thereof.

6. **SPECIAL EMERGENCY SERVICES** Any activity that may require special emergency services must be noted and the applicant shall be required to contact the appropriate local emergency service providers to arrange for proper coverage.

7. **CLEANUP** The Applicant/Organization is responsible for the general clean up of all facilities used. All trash, equipment, or other property of Applicant, must be removed from facilities immediately after use.

**VI. INSURANCE**

Prior to use of the Facilities, Applicant must provide the H.A.R.A with a Certificate of Liability Insurance naming H.A.R.A. as additional named insured.

$1,000,000 Each Occurrence

$1,000,000 Personal Injury. and Advertising Injury

$1,000,000 Products-Completed Operations Aggregate $1,000,000 General Aggregate

**VII. INDEMNIFICATION**

Organization/Applicant agrees to be responsible for, and to indemnify the Halifax Area Recreation Authority, its members, agents, and employees against, and release and save them harmless from; any loss, cost, expense, damage or liability whatsoever on account of injury to persons or damage to or loss of property which is due to or caused by, arises out of, occurs during or results from the *use* of any Halifax Area recreation Authority facilities and its environs as aforesaid.

**VIII. MISCELLANEOUS PROVISIONS**

1. This Application/Agreement must be signed by President or Chief Officer of the organization who shall be twenty-one (21) years of age or over and duly authorized by the organization. Where applicable, a certificate of incumbency of the corporation, signed by the Secretary, indicating that the parties signing the Application/Agreement are appropriate and authorization is required.

2. FAILURE TO COMPLY WITH THIS APPLICATION/AGREEMENT WILL RESULT. IN IMMEDIATE TERMINATION THEREOF AND REVOCATION/CANCELLATION OF ANY PERMIT PREVIOUSLY ISSUED.

3. Permits are issued for specific times and dates. If extensions to times or dates of permits is needed, requests *must* be presented in writing for approval by the H.A.R.A.

4. Each Organization will be required to provide a representative to attend an informational meeting before permit is release.

5. All Organizations must provide a minimum of three persons to help in a field clean up day at a date to be set before permit is released.

6. A full game schedule must be provided before issuing permit for use of field. *FAILURE TO COMPLY WITH THE ABOVE WILL CAUSE PERMIT TO BE REVOKED.*

 **MAKE TWO CHECKS PAYABLE TO H.A.R.A.**

**- ONE FOR THE USER FEE AND ONE FOR THE DEPOSIT**

# I have READ and AGREED to all the “Rules and Regulations” contained herein.

X \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Person Responsible for Team or Group**

H.A.R.A. Use Only:

FACILTIY TO BE USED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NOT APPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECURITY NEEDED: \_\_\_\_\_\_\_\_\_\_\_\_\_ YES NO \_\_\_\_\_\_\_\_\_\_\_\_\_

IF YES, NUMBER OF OFFICERS-

SPECIAL EMERGENCY SERVICES NEEDED: \_\_\_\_\_\_\_\_\_\_YES NO\_\_\_\_\_\_\_\_\_\_

IF YES, WHAT KIND? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTES:

**Halifax Area Recreation Authority**

Statement of Compliance with Terms of the Americans with Disabilities Act.

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, representing

(Your name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree that while we use the

(Your League/Team)

facilities made available by the Halifax Area Recreation Authority, we will not discriminate based on race, color, religion, sex, national origin or disability.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_