

**Number: 500**  
**Section: 502.3**

**SUBJECT: TOWNSHIP-OWNED PARK PAVILION RESERVATION POLICY**

1. Purpose. The purpose of this policy is to establish a fee and set of procedures for the set-up and maintenance related to park pavilion reservations in the Township park system.
2. Authority. Salisbury Township Board of Commissioners.
3. Application. This policy applies to all groups, and individuals making a request to reserve a block of time, to the exclusion of others, on Township-owned park pavilions.
4. Responsibility. The Township Manager will have the responsibility for overseeing and implementing this policy.
5. Policy.
  1. Fees:
    - A. **Residents:** \$25 non-refundable  
\$50 refundable security deposit
    - Non-residents:** \$100 non-refundable fee  
\$100 refundable security deposit
    - B. If additional police and/or labor are required for traffic control, call out for park maintenance, and/or preparation and clean up, the party making the reservation shall reimburse the Township the cost for such additional services.
    - C. **Cancellations:** Any Cancellation or schedule change less than seven (7) business days prior to the reserved time will not be eligible for a refund.
  2. Telephone reservations will be accepted on a first-come, first-serve basis. A reservation form with full payment must be received within (5) five days of the telephone reservation; otherwise the telephone reservation will be canceled.
  3. Reservations will start being taken after February 1<sup>st</sup> of each year for the current calendar year only.
  4. Vehicles must be kept on the marked, paved areas of the park and are prohibited from being parked or driven on any grass, park area or paths.
  5. Due to uncontrollable circumstances, the park may be closed down by a Township official without prior notice.
  6. The pavilion reservations are for the pavilion or gazebo only as the park remains open to the public for normal use.
  7. The Township reserves the right to deny any reservation requests.

8. Salisbury Township ordinances prohibit the possession and use of alcoholic beverages in any and all Township parks.
9. Parking capacities are limited and it is estimated that Lindberg and Laubach Parks each can handle 150 vehicles and 70 vehicles at Franko Park.
10. The Township of Salisbury Board of Commissioners reserves the right to waive any and all and non-refundable fees listed above for non-profit groups.

**PARK PAVILION RESERVATION PERMIT APPLICATION**

NAME \_\_\_\_\_ Resident Yes  No

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date of Application \_\_\_\_\_

Pavilion Location Requested \_\_\_\_\_

Date & Times Requested \_\_\_\_\_

Gazebo Requested (Franko Park only)  Date & Times \_\_\_\_\_

Number of People attending \_\_\_\_\_ Type of function \_\_\_\_\_

- **TOWNSHIP PARK PAVILIONS ARE RESERVED WITH PAYMENT IN FULL OF THE REFUNDABLE AND NON-REFUNDABLE FEES (*separate checks required*) AS OUTLINED IN THE ATTACHED POLICY.**
- **TOWNSHIP PARKS ARE OPEN FROM DAWN UNTIL DUSK ONLY.**
- **SALISBURY TOWNSHIP ORDINANCES PROHIBIT THE POSSESSION OF ALCOHOLIC BEVERAGES IN ANY TOWNSHIP PARK.**
- **APPLICANTS ARE RESPONSIBLE FOR THE CLEANUP OF ALL DEBRIS IN AND AROUND THE PAVILION.**
- **APPLICANTS ARE RESPONSIBLE FOR ANY DAMAGE CAUSED TO THE PARK FACILITIES.**
- **APPLICANT MUST CARRY THIS PERMIT AT ALL TIMES DURING EVENT.**

THE UNDERSIGNED AGREES TO ABIDE BY THE RULES AND REGULATIONS LISTED ABOVE AND ON THE REVERSE SIDE. *The UNDERSIGNED, for himself/herself and on behalf of the above named group, does hereby agree to protect, release, indemnify, save and keep harmless Salisbury Township, its elected and appointed officials, employees, volunteers and others working on behalf of Salisbury Township, from any and all claims, demands, suits or losses, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from Salisbury Township, its elected and appointed officials, employees, volunteers or others working on behalf of Salisbury Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Permit. I do hereby certify that, in representation of the above named group, I have received a copy of the rules and regulations governing use of Salisbury Township property and that I have read and will observe all rules and regulations of Salisbury Township.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**FOR TOWNSHIP OFFICIAL USE ONLY**

RESERVATION APPROVED BY \_\_\_\_\_

DATE APPROVED \_\_\_\_\_

**FEES:**  
(Non-refundable) RESIDENT:      \$25       |      NON-RESIDENT:      \$100   
(Refundable):      Security Deposit:      \$50       |      Security Deposit:      \$100

## **PAVILION RENTAL RULES AND REGULATIONS**

The Salisbury Township recreation places are for the benefit and pleasure of the residents of the Township of Salisbury, Lehigh County, PA and all persons who use the said facilities shall be subject to the Rules and Regulations as set forth in the Salisbury Township Code of Ordinances or applicable State Law, of which this is a summary.

### **Any of the listed acts are prohibited within any Salisbury Township Park or recreation place:**

1. Committing any disorderly act. A person is guilty of committing a disorderly act if, with intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof, he/she engages in fighting or threatening; or in violent or tumultuous behavior; makes unreasonable noise; uses obscene language, or makes an obscene condition by any act which serves no legitimate purpose of the actor.
2. Consuming any alcoholic beverages.
3. Being visibly intoxicated.
4. Carrying, setting off, or discharging any firearms, air rifles, air pistols, sling shots or fireworks, including sparklers.
5. Throwing or propelling stones or missiles of any kind.
6. Permitting animals of any kind to be within such recreation places, whether or not under control or leash; unless otherwise posted.
7. Littering, throwing, depositing or draining any offensive or unwholesome substances or liquids of any kind.
8. Writing, painting, carving, or otherwise defacing or disfiguring any tree, bench, structure or notice posted within the recreation places.
9. Operating a licensed motorized vehicle on other than the paved roadways of parking areas of said recreation places.
10. Operating a licensed motorized vehicle on the paved roadways or parking areas of said recreations places at a speed in excess of ten (10) miles per hour.
11. Operating a bicycle or an unlicensed motorized vehicle.
12. Obstructing, in any way, either totally or partially, any of the paths or roadways in said recreation places.
13. Picking or carrying any flowers, shrubs or trees that are growing or located in the recreation places.
14. Possessing any axe, saw, picks, shovels, hoes or spades.
15. Building, starting or lighting any fires except within the grills provided therefore.
16. Feeding of any geese or waterfowl or injuring or destroying any wildlife.
17. Hitting or driving golf balls or playing baseball, tennis, football, or any other game or sport at a place not designated for that purpose.
18. Using any sound amplification devices.
19. Erecting any amusement structure, devices or rides.

Organizations/Businesses leasing the pavilion area are required to provide a certificate of insurance in the amount of \$1,000,000 and name the Township as additional insured.

The recreation places shall be open to the public from May 1<sup>st</sup> through October 31<sup>st</sup> of each year and from dawn till dusk each day. Pavilions shall not be available during the annual Summer Playground program. The recreation places shall be closed to the public from November 1<sup>st</sup> through April 30<sup>th</sup> of each year. The recreation places shall further be closed to the public from May 1<sup>st</sup> through October 31<sup>st</sup> of each year from dusk till dawn each day. Any person or persons found within said recreation places when same are closed as provided in this Ordinance shall be guilty of violating this Ordinance.

Anyone or any group desiring to use the pavilion facilities of any recreation places shall secure a permit from the Township in advance and shall pay the established fee and/or security deposit.

Any Cancellation or schedule change less than seven (7) business days prior to the reserved time will not be eligible for a refund.

Prior to the issuance of any permit, all users of the pavilion shall agree to be held responsible for any damage to trees, buildings and facilities of the Township and the satisfactory cleaning up of the premises. Any expense incurred by the Township in repairing damaged property or cleaning of debris shall be billed to and paid by the individual or group issued the permit. The Township also may retain any of the security deposit necessary to repair any damaged property or clean any debris.

The Township assumes no responsibility for injury or death of any individual occurring within the recreation places and all users of said recreation places hereby agree to assume the risk of any such injury or death.

Any person to whom a permit is issued for the use of the pavilion facilities or any recreation places shall be responsible for those persons using said pavilion facilities, and shall be present at the recreation place on the date and during the times for which the permit was issued and must possess and be able to produce the permit at all times.

The Township reserves the right to refuse any permit requested.

Any person violating any provision of the Salisbury Township Code of Ordinances shall, upon conviction thereof, in a summary proceeding before a District Justice, be sentenced to pay a fine of not more than Three Hundred (\$300.00) Dollars and costs of prosecution and, in default of payment of such fine and costs, undergo imprisonment in the Lehigh County Prison for not more than ninety (90) days.