



**Newtown Township Parks & Recreation**  
100 Municipal Drive, Newtown, PA 18940  
Telephone: 215-968-2800 ext. 239  
Email: [Recreation@NewtownPA.gov](mailto:Recreation@NewtownPA.gov)  
Township Website: [www.NewtownPA.gov](http://www.NewtownPA.gov)  
Recreation Website: [www.NewtownFun.com](http://www.NewtownFun.com)

**FIELD RESERVATION FORM** (*Request required at least 45 days in advance*)

*Seasons are Spring (April 1 – July 31) and Fall (August 1 – October 30).*

*Reservation will not be confirmed until payment is received.*

**Activities operated or sponsored by Newtown Township Parks & Recreation Department**  
**have priority over all facilities.**

ORGANIZATION \_\_\_\_\_

ORGANIZATION REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**FEES:** Application Fee - \$50; per player or per field fees are determined by the fee schedule and will be assessed

**SEASON:** SPRING \_\_\_\_\_ FALL \_\_\_\_\_

**DATES:** \_\_\_\_\_ **TIMES:** \_\_\_\_\_

**DAYS OF THE WEEK:** \_\_\_\_\_

**TOTAL PARTICIPANTS** \_\_\_\_\_ **COACHES/ADULTS** \_\_\_\_\_

**FACILITY REQUESTED:**

CHANDLER FIELDS F1 \_\_\_\_\_ F2 \_\_\_\_\_ F3 \_\_\_\_\_

HELEN RANDLE PARK F1 \_\_\_\_\_ F2 \_\_\_\_\_ F3 \_\_\_\_\_ F4 \_\_\_\_\_ F5 \_\_\_\_\_ F6 \_\_\_\_\_

BASKETBALL COURTS \_\_\_\_\_

VETERAN'S PARK F1 \_\_\_\_\_ F2 \_\_\_\_\_ F3 \_\_\_\_\_ (BASEBALL)

F4 \_\_\_\_\_ F5 \_\_\_\_\_ F6 \_\_\_\_\_ (RECTANGULAR)

STAPLE'S FIELD F1 \_\_\_\_\_ (RECTANGULAR)

OTHER \_\_\_\_\_

**Terms and Conditions**

*Please read and comprehend the following (including page 2) before signing and submitting your field usage application.*

By submitting this request, I hereby agree to all terms and conditions as specified on this application. I further understand that completion of this request form does not constitute approval of this application and that I will be officially notified when a determination has been made. I understand and agree that should this application be approved, I will be held responsible for the payment of all fees and charges incurred by this usage.

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

- The Applicant is familiar with the usage Guidelines and Newtown Township Park Rules relating to the use of its facilities and equipment and accepts the responsibility for meeting the requirements stated therein. (found on [www.NewtownFun.com](http://www.NewtownFun.com) under General Info)
- The Applicant agrees to assume responsibility for the proper conduct of all persons attending.
- Tents larger than 10' x 10' are prohibited. No bounce houses, grills, open fires, fireworks, lanterns or generators unless otherwise permitted.
- Alcoholic beverages, Glass containers, Smoking/Vaping are prohibited in all Township Parks.
- **Application must include the following (emailed within two weeks of the start date):**
  - Current season's League Fees, Practice Schedules, Game Schedules, Registration Website
  - Current season's rosters with names and addresses to verify resident status
  - Board of Directors information (names, contact information)
  - By-laws, rules and regulations of the organization (once per year)

**Weather** Township Parks, trails and fields are closed during severe weather.

**Indemnification** To the fullest extend permitted by law, the Applicant agrees to defend, indemnify, pay on behalf of, and hold harmless Newtown Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Township.

**Insurance** ALL ORGANIZATION REQUESTS require a Certificate of Insurance, naming Newtown Township as Certificate Holder, evidencing \$1,000,000 in Comprehensive General Liability Insurance and must be received no later than 2 weeks prior to the event. The Township holds the right to cancel a field request with no refund if the required paperwork is not provided.

**Damage to Property or Attendees** The Applicant and its employees, officials, volunteers, and agents shall be solely responsible for any loss or damage to property of the Applicant or its participants, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Township.

**Damage to Township Property** Applicant assumes full responsibility for taking cognizance of the facility conditions at the time of the rental. Applicant will be responsible for all damages resulting to or from use of this property. Upon completion of Applicant's operations, Applicant agrees to leave the property in the same condition as it existed before operations, or pay for the complete restoration of said property within 15 days of the completion of the event.

**Emergency** In the event of an emergency, call 911. Non-emergency, please call 215-328-8524.

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***Bottom for Department Use only***

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Date: \_\_\_\_\_

Notes: \_\_\_\_\_