



Upper Uwchlan Township Park Facility and Field Use Policy

I. Introduction

A. Purpose:

This policy, in conjunction with Chapter 127 of the Upper Uwchlan Township Code, serves to guide the use of Township park facilities, and shall ensure fair, equitable, and open use of the facilities described.

B. In accordance with the Upper Uwchlan Township Code §127-3, the Township shall have general custody of all parks.

C. Upper Uwchlan Township reserves the right to amend, alter, or cancel this policy at any time.

D. No part of this policy shall conflict with Township code or any applicable laws. In case of any conflict between this policy and the law, the law prevails.

II. Facilities and Availability

A. The following fields may be reserved:

Location	Facilities Available	Size	Seasons
Hickory Park 351 Park Road Downingtown, PA 19335 <i>Outfield areas of fields 1, 2, and 3 may be used as multi-purpose fields soccer, rugby, etc.</i>	1. Baseball 1 — Multi-purpose 2. Baseball 2 — Multi-purpose 3. Baseball 3 — Multi-purpose 4. Field 4 — Multi-purpose 5. Tennis #1 6. Tennis #2 7. Tennis #3 8. Volleyball 9. Pavilion	60' Little League 60' Little League 90' Big League 60' Softball, Rugby	March 15 — November 15
Fellowship Fields 275 Fellowship Road Chester Springs, PA 19425	1. Multi-purpose Synthetic Turf 2. Multi-purpose 2 3. Multi-purpose 3 4. Multi-purpose 4	175' x 370' 175' x 370' 185' x 318' 185' x 318'	1. Year-Round 2-4. March 15 — November 15
Larkin's Field 131 Byers Road Chester Springs, PA 19425	1. Multi-purpose 1 2. Multi-purpose 2	165' x 300' 120' x 180'	March 15 — November 15

B. Availability subject to change based upon weather and field conditions. Fields may be available on a limited basis based upon maintenance and field conditions. Upper Uwchlan Township reserves the right to suspend field availability during periods of

inclement weather, poor playing conditions due to damage (which would cause hazardous conditions) and opportunities for necessary field maintenance.

- C. Field and facility availability is subject to general park availability as outlined in the Upper Uwchlan Township Code, Chapter 127: Parks and Recreation.
- D. Use after dusk
 - 1. In accordance with §127-2(A), "No person or persons shall be allowed in a park or on a trail except between dawn and dusk unless a permit has been obtained from the Township."
 - 2. Confirmed reservations for use of the fields and field lights at Fellowship Fields after dusk shall constitute permission described in §127-2(A). This permission shall extend to the use of the reserved field(s) at Fellowship Fields only, and incidental use of the park for access to reserved fields (i.e., parking lots.)

III. Fee Schedule

- A. Priority will be given to users and user groups in the following order. Priority type will determine fees in accordance with the fee schedule.
 - 1. Programs and activities of Upper Uwchlan Township will receive priority use of all facilities.
 - 2. Township - based non-profit organizations
 - 3. Township residents for private use (proof of residency may be required.)
 - 4. Township - based for-profit organizations and businesses
 - 5. Non-resident groups as described in Type 2.
 - 6. Non-residents.
- B. The fee schedule is established by Resolution of the Board of Supervisors.
- C. Maintenance Fees
 - 1. If use of the facility results in the need for custodial, maintenance, or grounds work outside of that which is generally expected, the user group will receive an itemized bill for maintenance fees along with their invoice.

IV. Availability Restrictions

- A. If multiple users or user groups request the same fields or types of fields for the same time slot, Township staff will make every effort to accommodate all users.
- B. Generally, scheduled league games shall have priority for use of the facility over practice.
- C. The Township reserves the right to designate groups as "primary users," granting these groups priority access or priority registration.
- D. Trading, selling, or giving away of reservations between or among users or user groups is prohibited.
- E. Park facilities must be surrendered to users with a reservation.
- F. Inclement Weather
 - 1. The Township adheres to a flag system, as outlined in §127-6, to restrict facility usage.
 - 2. "In the event of inclement weather, poor field conditions or other situations and circumstances, it is deemed that no play should be allowed on the fields lest damage be done to the grass surface. A "flag" system shall be instituted. Township personnel or Park and Recreation representatives shall hold responsibility to raise a "red colored" flag which shall mean no unauthorized

field play shall be allowed. The "red colored" flag shall be conspicuously posted." (Upper Uwchlan Township Code, §127-6.)

3. Weather closures will be broadcast through the online Township notification service, Notify Me. All facility users are encouraged to sign up for this feature on the Township website.
4. Cancellations due to weather will not result in a charge to the user.

V. Reservation Procedures

- A. All reservations must be made through the designated online reservation system.
- B. No reservations will be taken over phone or via email.
- C. Reservations will be accepted on a first-come, first-served basis, subject to the limitations and requirements outlined in Sections II, III, and IV of this policy.
- D. Reservation approval confirmations will be sent via email or through the online reservation system and shall constitute a permit as outlined in §127-4.
- E. In accordance with §127-4, reservations for facility use must be made at least five days in advance of requested time slot.
- F. By using the online reservation system, the user or user group agrees to adhere to this policy and any applicable sections of the Upper Uwchlan Township Code.

VI. Responsibilities of Users

- A. Observe all park rules and regulations as outlined in §127-2 of the Upper Uwchlan Township Code.
- B. Exercise caution when driving through park parking lots, being especially watchful for children.
- C. Pay any incurred reservation or use fees promptly.
- D. Conduct pre-game preparation of field, including lining, raking, etc. All groups must use nontoxic Sportsfield Whiting (CaCO₃) or sports lining paint. Spray paint should not be used on "skinned" areas such as base paths, home plate area.
- E. Use of fertilizers, drying agents or compounds on fields is not permitted. Any field work performed by leagues must be pre-approved by the Township.
- F. Clean up all trash in and around field and parking lot areas after use (including under bleachers) and place in appropriate trash receptacles or remove entirely from the park. Maintenance fees will be assessed if deemed necessary.
- G. Set and maintain appropriate expectations of behavior from participants, spectators, and league representatives. The designated league representative making the reservation will be responsible to communicate the terms of this policy and the Parks Rules.
- H. Park only in designated parking areas and prohibit driving of any vehicles except on park entrance drive. Stay off the grass. Vehicles improperly parked may be subject to towing.
- I. Be a good neighbor. Keep sound levels reasonable. No bullhorns, sound amplification, or lights (other than those provided by or approved by the Township) are allowed.
- J. Fields and facilities are rented "as is." Users are expected to leave all facilities in the same condition as they were found.
- K. Users are responsible for any damage done to the field.
- L. No sales are permitted on park property without the proper vendor permit and authorization. Contact the police department at 610-692-5100 for information on the

needed permit or visit our website located at www.upperuwchlan-pa.gov. Sale of food/beverages will require additional clearances and certifications from the Chester County Department of Public Health.

M. Signs

1. All signs must be approved through the Township sign permit process.
2. Hanging signs and banners of any type on Township infrastructure over the height of 4 feet is strictly prohibited.
3. Banner-style signage may be affixed to fences.
4. No more than one sign is permitted per section of fence (post to post).
5. To protect fencing from wind damage, vinyl signs may not exceed 12 square feet. Mesh signs may not exceed 15 square feet.
6. User groups must maintain signs throughout the athletic season. Signs that are in disrepair will be removed by Township staff.
7. Signs must be removed at the end of a user group's athletic season.
8. Nothing may be permanently affixed to Township property.

N. Storage

1. No storage of equipment at Township parks is allowed without the express permission of the Township.
2. Storage location and availability must be coordinated with Township staff.
3. User groups must supply the Township with a key for any lock used to secure equipment.

O. Tournaments

1. Any user group hosting a tournament at Township facilities shall complete the Tournament registration form found on the Township website at least 30 days prior to the tournament.

VII. Certificates of Insurance

- A. All organizations and leagues shall secure and maintain, at no expense to Upper Uwchlan Township, a comprehensive general liability insurance policy. Policies shall:
 1. Provide for Upper Uwchlan Township, its officials, agents, and employees as identified, as an additional named insured;
 2. Provide liability limits with per occurrence and aggregate limits of not less than \$1,000,000.
- B. The organization or league coordinator or president shall, at the time of reservation submittal, file with Upper Uwchlan Township certificate(s) of insurance showing insurance coverage in force prior to start of field usage or activities.
- C. The policy shall be endorsed to require 30 days' written notice of cancellation to Upper Uwchlan Township.
- D. All use of Township parks and facilities is at the user's own risk.

VIII. Responsibilities of Upper Uwchlan Township

- A. In accordance with §127-6, "The Township shall have general custody of all parks. The Township Park and Recreation [Board] and Township Manager shall coordinate the maintenance, repair and replacement of property and equipment and shall ensure that the facilities are kept in a clean, sanitary condition."

- B. Township staff designated by the Township Manager shall review (and approve, deny, or amend) all field scheduling requests.
 - C. The Township shall perform the following functions:
 - 1. Basic field maintenance, such as mowing, watering, and fence repair.
 - 2. Turf management, to include watering, mowing, aeration, and fertilization.
 - 3. Coordination of special maintenance and facility use needs.
 - 4. Emptying of trash receptacles.
 - D. In the enforcement of this policy, Township officials, staff, and volunteers shall prioritize the health, safety, and welfare of park users.
- IX. Violations
- Any user or user group who is found to be in violation of this policy may be indefinitely barred from future use of Township facilities. Persons who violate or permit a violation of Chapter 127 of the Upper Uwchlan Township Code may be subject to the penalties put forth in that chapter (§127-7).
- X. Contact information
- A. Questions regarding this policy shall be directed to Township staff.
 - B. Office Hours – Monday through Friday, 9 am – 5 pm
Upper Uwchlan Township
140 Pottstown Pike
Chester Springs, PA 19425
610-458-9400
www.upperuwchlan-pa.gov
- XI. Upper Uwchlan Township Code §127-2 Rules and Regulations – Incorporated by Reference



Parks and Recreation Tournament Registration Form

Host Organization			
Organization Contact Name			
Address			
Phone Number		Email Address	

Dates and Times of Tournament _____

Sport _____

Tournament Name (if applicable) _____

Facilities Requested

Hickory Park

Field 1

Field 2

Field 3

Field 4

Pavilion

Fellowship Fields

Field 1 (Synthetic Turf)

Field 2 (Grass)

Field 3 (Grass)

Field 4 (Grass)

Estimated Number of Participants		Special Requirements (i.e., goals, seating)
Estimated Number of Spectators		
Estimated Number of Vehicles		

Will your tournament require tents? Yes/No If yes, quantity and size? _____

Will your tournament include vendors? Yes/No If yes, how many? _____

Signature _____ Date _____

Your event may require additional Township staff to conduct preparation or cleanup. In accordance with the UUT Field Use Policy, any maintenance, staff, and/or traffic control costs incurred as a result of your event will be itemized on your facility reservation invoice.