



1155 Red Fox Road | East Stroudsburg | Pennsylvania 18301
Ph: 570-223-5082 | Fax: 570-223-5086
Email: jacob@smithfieldtownship.com | www.smithfieldtownship.com

Application for Use of Township Facilities

Facility Requested (one per application): Application Date: _____

☐ Waterfont Park Pavilion #1

☐ Waterfont Park Pavilion #2

User: _____ Phone: _____

Address: _____

Email: _____

Authorized Representative (if different than user):

_____ Phone: _____

Date(s) of Proposed Use: ☐ Mon ☐ Tues ☐ Weds ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

From (date): _____ to _____ @ hours of _____ to _____.

Type of Function: _____

Admission charged? No ☐ Yes ☐ Proceeds to: _____

Catering services to be used? No ☐ Yes ☐ Caterer: _____

Public Address/Sound System: No ☐ Yes ☐ (If yes, requires Supervisors' aprvl).

of People Attending:

<input type="checkbox"/> under 10	<input type="checkbox"/> 10-20	<input type="checkbox"/> 21-35	<input type="checkbox"/> 35-50
<input type="checkbox"/> 51-75	<input type="checkbox"/> 76-100	<input type="checkbox"/> 101-125	<input type="checkbox"/> 126-150

Applicant



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SMITHFIELD TOWNSHIP FACILITIES USE FEE SCHEDULE

Facilities Use Application must be submitted to the Township Office with the use fee along with Security deposit and certificate of liability insurance (if required) at least 10 business days prior to the event.

Fees effective June 14, 2023. All fees quoted are "per day".

1. Requirements for all Rentals

- a. Proof of Smithfield Township residency (for resident rate).
- b. Security Deposit of \$100.00.
 - i. Security deposit checks must be paid by separate check or money order and will be returned to you, uncashed, after the facility is checked for damage and to make sure all trash is disposed of properly or removed from the facility by the user. Any repairs or additional trash disposal services required by the township will be deducted from the security deposit and an accounting of the charges will be provided to the user.
- c. Certificate of liability insurance (minimum \$1,000,000) coverage MAY BE required. If required, the certificate shall name Smithfield Township as an additional insured.

2. Fields

- a. 1 to 25 uses per field - \$10 per field
- b. Each additional use after 25 uses per field - \$50 per field

3. Waterfront Park Pavilion #1

- a. Residents - \$25.00
- b. Non-Residents - \$100.00
- c. 501(c)3 Organizations - \$0.00 (IRS tax exempt letter required)

4. Waterfront Park Pavilion #2

- a. Residents - \$25.00
- b. Non-Residents \$100.00
- c. 501(c)3 Organizations - \$0.00 (IRS tax exempt letter required)

SMITHFIELD TOWNSHIP PARKS – RULES AND REGULATIONS

§107. Smithfield Township Park Rules and Regulations.

1. The sports fields are maintained by Smithfield Township for recreation and the enjoyment of its residents. Use of these fields must be in accordance with the following rules and regulations. Fees for use of park facilities may be assessed at certain times by resolution of the Board of Supervisors.
2. Penalties for violations of one or more of these rules and regulations are set forth.
 - a. Parks and recreation areas shall be open during daylight hours only unless special arrangements have been established with the Board of Supervisors.
 - b. Parking is allowed in designated areas only. Also parking of licensed vehicles shall be in accordance with the Smithfield Township Code, Chapter 15, as amended. No unlicensed vehicles are allowed in or on Township parks and recreational areas.
 - c. Sports fields must be assigned a group leader when they are used by a group. Assigned groups have priority on sports fields.
 - d. Only one game at a time shall be permitted on a sports field.
 - e. Sports field/fields are open to the public when not assigned.
 - f. No vehicles are allowed on sports field/fields at any time except for mowing and maintenance.
 - g. Group leaders are personally responsible for the control and behavior of their respective group/groups.
 - h. All groups and individuals will collect all litter after use of the field or fields.
 - i. All pets are to be kept on a leash at all times, and pet owners shall be responsible for cleaning up after their pets.
 - j. **No alcoholic beverages are allowed on or in any Township park or recreational area.**
 - k. No horses are allowed in any of the Township parks and recreational areas.
 - l. No snowmobiles or ATV's are allowed in any of the Township parks and recreational areas.

- m. No hunting or target practice is allowed in any of the Township parks and recreational areas.
- n. No fires are allowed in any Township parks or recreation areas without special permission of the Township Supervisors. The exception shall be for cooking on charcoal or gas grills.
- o. Digging or intentionally searching or scavenging for any artifact, collectible, or other item of value by any means in any of Smithfield Township's parks and recreation areas is prohibited. Any artifact, collectible, or other item of value found in any of the Township parks and recreational areas shall not be removed, and the Township office shall be notified immediately of the find. Any inquiries regarding lost artifacts, collectibles or other items of value shall be made to the Township Office or to the Smithfield Township Park Commission.
- p. In addition to any of the penalties set forth in §108 of this Part, any infraction of the above rules and regulations will be cause for the Township Supervisors to automatically suspend privileges of any offending individual, group or group leader for the entire season. (Ord. 117, 2/26/1991; as amended by Ord. 160, 6/25/2002, §1)

§108. Penalties.

Any person, firm or corporation who shall violate any provision of this Part, or who violates or who fails or refuses to comply with the rules and regulations adopted by the Commission and the Township Supervisors shall, upon conviction thereof in an action brought before a district justice in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not more than one thousand dollars (\$1,000.00) plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed ninety (90) days. Each day that a violation of this Part continues or each Section of this Part which shall be found to have been violated shall constitute a separate offense. (Ord. 117, 2/26/1991, §7; as amended by Ord. 128, 4/26/1994; by Ord. 141, 4/28/1998, §1; and by Ord. 160, 6/25/2002, §2)

LEASE AGREEMENT

The User assumes all liability and obligation in the event that a member of its organization or a guest or invitee of the User sustains injury arising out of the presence of such person or persons on the premises of Smithfield Township, Monroe County, PA, hereinafter referred to as "Owner".

The User hereby agrees to indemnify and hold the Owner harmless from and against any liability whatsoever arising out of the presence of its members, guests, or invitees on the premises of the Owner, or arising out of any act or omission of its members, guests, or invitees

while on the premises of the Owner. The User further agrees to pay all costs of any legal defense that may be necessary on behalf of the Owner arising out of any claim against the Owner on account of any act or omission on the part of the members, guests, or invitees of the User while on the premises of the Owner, and the User specifically agrees to indemnify and hold the Owner harmless against any costs of any such legal defense.

Having read the Smithfield Township Park Rules and Regulations, I understand that it is my sole responsibility to see that these rules and regulations are abided by during the presence of my group(s) on the park premises. I understand that a certificate of insurance (minimum liability coverage of \$1,000,000) naming Smithfield Township as an additional insured MAY BE REQUIRED prior to final approval for use of the facility.

The User or their Authorized Representative is responsible for:

- Ensuring all parties are aware of and abide by the park's rules and regulations.
- Making all parties aware that alcoholic beverages is strictly prohibited on park property.
- Ensuring that all parties park in designated parking areas only.
 - Some events may require fire police for traffic and parking control as determined by the Board of Supervisors.

By signing below, I certify that I have read, understand, and agree to the Smithfield Township Parks Rules and Regulations and Lease Agreement set forth within this application. This application is being made by me to induce official action on the part of Smithfield Township. I understand that any false statements made herein are subject to the penalties of 18Pa. C.S. 4904 relating to unsworn falsification to authorities.

Print Name: _____

Signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE—FOR TOWNSHIP USE ONLY

Date Received: _____ All required documents received?: _____

Facilities Use Fee: Cash/Check No.: _____ Amount Paid: \$ _____

Deposit: Cash/Check No.: _____ Amount Paid: \$ 100

Signature of Approval by Staff: _____ Date: _____