

West Whiteland Township

Athletic Baseball and Softball Field Use Policy and Procedures

A. Purpose

Manage West Whiteland Township athletic fields in a manner to assure equitable distribution of Township facilities to the public.

This will be accomplished by means of the following:

1. Outline available fields and dates of usage.
2. Outline facility-scheduling procedures and policies.
3. Define reservation fees and charges for use of facilities.
4. Define rules and regulations regarding use.
5. Manage the limited number of Township athletic fields and facilities in a fair and equitable manner.

B. Definitions and Priority Type

Priority Types –Priority types will determine scheduling and user fees.

- I. Programs and activities of West Whiteland Township and other Township sponsored events will receive priority use of any and all facilities.
- II. Township - based, non-profit organizations, including but not limited to youth and /or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc.*
- III. Township residents for private use.*
- IV. Township - based businesses and their employees.
- V. Non resident groups as described in Type II.
- VI. Non - Residents

* Proof of residency shall be required. Township based groups (roster providing a list of names, addresses and Township of participants must be provided.)

C. Athletic Fields

Park Athletic Fields:

<u>Sports Field Location</u>	<u>Field Size</u>	<u>Seasons* (Approximate)</u>
Boot Road Park	60'	March 15 – November 1
Boot Road Park	90' Baseball only	March 15 – November 1
Meadowbrook Manor Park	2 – 60'	ELL Use Agreement
Ship Road Park	2 – 60'	ELL Use Agreement
Ship Road Park	Tee Ball 45'	ELL Use Agreement
Waltz Park	2 – 60'	WSLL Use Agreement

*** Fields may be available on a limited basis based upon maintenance and field conditions.**

West Whiteland 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. It is the organization's responsibility to obtain field closure information. Call 610 738-7101 for an up to date report on field closures. The locked gate policy will designate playability of the fields. If the gates are locked the fields are closed. Fees will be waived for games cancelled by West Whiteland Township.

D. Scheduling Procedure and Requirements (league, games & practices)

1. West Whiteland Township reserves the right to limit the amount of play permitted on Township fields.
2. **Use Availability** – The Township will determine the days of availability for league play. Sundays, Holidays and Wednesdays will be open for public use and not be available for scheduled league play. Wednesdays may be used for rescheduling league rainouts that occurred on Township fields when playtime is lost.
3. All organizations requesting field allocation will submit a Field Use Permit Application, League Roster, including the name, address and township of each participant (if current roster is not available last year's roster may be submitted however, a current roster must be submitted three weeks prior to any scheduled play), Certificate of Insurance and game/practice schedule request to the Parks and Recreation Department by January 10 or upon receipt of this policy.

Mailing Address

West Whiteland Township
Parks & Recreation Dept.
101 Commerce Drive
Exton, PA 19341

Office Hours

Monday – Friday: 8:30 - 4:30 PM
Parks and Recreation Phone: 610 363-9525
Parks and Recreation Fax: 484 875-6010

4. All organizations and leagues shall secure and maintain, at no expense to West Whiteland Township comprehensive general liability insurance policy. Policies shall:
 - a.) Provide for West Whiteland Township, it's officials, agents and employees as identified as an additional named insured;
 - b.) Provide liability limits with per occurrence and aggregate limits of not less than \$1,000,000.
 - c.) The organization league coordinator or president shall, at the time of application submittal, file with West Whiteland Township certificate(s) of insurance showing insurance coverage in force prior to start of field usage or activities.
 - d.) The policy shall be endorsed to require 30 days written notice of cancellation to West Whiteland Township.
5. Scheduled league games shall have priority for use of the facility over practice. Practice session locations shall be rotated around the field playing surfaces in accordance with existing field conditions. Park staff will control use of the facility.
6. West Whiteland Township will assign game and practice dates and times. Users must meet requirements as outlined within this document. Allocations for games and practices are based on the total number of requests received, availability and priority outlines. A schedule including assigned game dates and times will be delivered to leagues prior to season commencement. The league is required to remove unwanted assigned dates/ times and return a list of deletions within a week of delivery. Assignments accepted will be charged to the league, used or not. No response to the schedule will be considered acceptance by the leagues. Trading between leagues is not allowed. When possible, openings may be offered to other leagues on a priority basis as defined within the Priority definitions earlier stated.
7. Team or organization schedulers are required to give notice when requesting in–season changes in a request for field usage time. Requests for deletion of scheduled games/events must be made within a time frame of 10 days allowing for others to have an opportunity to book the field. If the cancelled slot(s) cannot be filled, the original league assigned to the slot is responsible.

8. West Whiteland Township reserves the right to limit the amount of scheduled and non-scheduled play on fields during any given season to prevent excessive damage to turf.

E. Reservation Fees and Charges for Township Ball Fields

Baseball/Softball facility reservation fees are outlined below. Activities requiring additional field preparation may be assessed a maintenance fee. The Board of Supervisors of West Whiteland Township will specify fees for facility use in the Fee Schedule adopted annually.

Baseball/Softball Facility Use Fees – Fees are due within 30 days of receipt of Township invoice.

Priority Types (Please see page 1, Section B. for definitions)	TYPE II	TYPE III	TYPE IV	TYPE V	TYPE VI	Security Deposit
Single Field Use*						
60 ft.	\$30	\$60	\$75	\$60	\$100	
90 ft. Baseball only	\$45	\$90	\$115	\$90	\$150	

Seasonal Field Use 13 weeks

1 use per Week						
60 ft.	\$350		\$825	\$700		
90 ft. Baseball only	\$525	N/A	\$1,250	\$1050	N/A	\$500
2 uses per Week						
60 ft.	\$500					
90 ft. Baseball only	\$750	N/A	N/A	N/A	N/A	\$500

****Maintenance Fees Weekdays after 3pm and Saturdays**

Minimum 2 hours/ man	\$50.00	\$50.00				
Additional	\$25/hour/man	\$25/hour/man				

***Single Field Use – 2.5 hour increments only.**

****Maintenance Fees** – Any fees for custodial, maintenance or grounds work outside of regular working hours. Any fees incurred as a result of use of the facilities by reserving organization (improper cleaning after use) will be itemized and deducted from the security deposit. Any additional fees that are unpaid could result in legal action to collect said fees and will disqualify the reserving organization from any future facility reservations.

F. Responsibilities of Organizations Using Facilities

- a.) Observe all park rules as outlined in Section G. When driving through the park parking lots, please be especially watchful for children.
- b.) Payment of any appropriate Township fees.
- c.) Pre-game preparation of field, including lining, raking, etc. All groups must use non-toxic Sportsfield Whiting (CaCO₃) or sports lining paint. Spray paint should not be used on 'skinned' areas such as base paths, home plate area.
- d.) 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.
- e.) Maintain and set appropriate expectations of behavior from participants, spectators and League representatives. The designated League representative on the Field Use Permit will be responsible to communicate the terms of this policy and the attached Parks Rules. (see section G)
- f.) 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.
- g.) Be a good neighbor. Keep sound levels to a minimum. No bullhorns, sound amplification or lights are allowed.
- h.) Applicants/Users are responsible for any damage done to the field.
- i.) Field Closure Rescheduling – It is the organization's responsibility to contact the Parks Department scheduler within two (2) working days after a field closure to confirm a credit or arrange for rescheduling.
- j.) Managers/Coaches are required to carry their approved field usage request to the field.
- k.) No sales are permitted on park property without the proper vendor permit and authorization.
- l.) Any organization with a Use Agreement with the Township must honor any stipulations in that agreement, including submission of a schedule of games, practices, tournaments as per the Use Agreement.

For further assistance and field reservation information call the Parks and Recreation Department at 610 363-9525. All calls pertaining to scheduling should be made between 8:30 am – 4:00 pm, Monday through Friday. 24 - Hour Field Closure information line - 610 738-7101. If there is no message the fields are open.

Township Services

- Basic field maintenance (mowing, watering, fence repair and care of the infield).
- Coordinate special maintenance and facility use needs.
- Schedule field usage.
- Empty trash receptacles.

G. PARKS AND OPEN SPACE RULES AND REGULATIONS – Section 102 of the West Whiteland Township Code

1. Hours - The parks shall be open between the hours of sunrise and sunset. At sunset, all activities in the parks shall cease and all persons in the parks shall leave as soon as possible (except for those activities specially permitted by the Township).
2. Facilities - The reserved use of Township parks such as recreation fields and other facilities by organized groups or individuals shall be scheduled at the discretion of the Township, a permit shall be issued specifying the date, time and location of the use and such use shall be subject to any conditions that may be imposed there under.
3. Alcoholic Beverages - No individual or group shall possess or consume any alcoholic and/or intoxicating beverages in any park unless specifically granted permission by the Board of Supervisors.
4. Personal Conduct – No individual or group shall engage in improper conduct within the parks so as to annoy or risk injury to any other person using the parks or occupying adjacent property.
5. Disposal of Waste - All waste and garbage shall be disposed of in receptacles designated for this purpose. The burning of trash or garbage is prohibited. It is unlawful to transport trash, garbage or any other matter to any park for the purpose of disposal.
6. Township Property - No person shall damage, deface, destroy or remove any park property, including but not limited to: signs, structures, equipment, natural growth or other material.
7. Motor Vehicles –No person shall operate, stop or park any motor vehicle except on park roads, parking areas or other areas so designated for such use. Nor shall any person operate any motor vehicle in a reckless or negligent manner, in excess of the posted speed limit, or in such a manner as to become a nuisance to other park users or persons occupying adjacent property
8. Firearms - No person other than an officer of the law shall carry any firearm within the limits of the parks.
9. Building of Fires - No person shall set or maintain any fire in the parks except in stoves or grills or fireplaces maintained for the purpose and located by authority of the Township.
10. Pets/Animals - Pets/animals are not allowed in the parks.
11. Notices - No person shall deface or destroy any notice, or sign posted at any place within the parks or open space areas by authority of the Township, nor shall any person post any notice or placard at any place within the parks other than by authority of the Township.
12. Dangerous Athletic Equipment - No person shall use javelins, arrows, discus or similar athletic equipment dangerous in character unless the use has been expressly permitted by the Township. The use of baseballs (hardball) is limited to developed ball fields.
13. Sound Equipment - No person shall use any sound amplification equipment in a Township park.
14. Explosives and Fireworks - No person shall have in his/her possession or ignite any fireworks (fireworks shall be defined by the National Fire Protection Association standards).
15. Golf - The playing or practicing of golf is prohibited.
16. Skateboards - The use of skateboards is prohibited.
17. All terrain vehicles (ATV's), mini-bikes, dirt bikes, trailers, and commercial vehicles (except those making deliveries) are prohibited.
18. Boot Road Park – Ball fields located in Boot Road Park are for baseball and softball use only.

Any violations of the Park Regulations will result in additional penalties specified in Section 103 of the West Whiteland Township Code.

