Manheim Township Parks & Recreation Board

# USE OF PARK FACILITIES

*Rules, Regulations and Fees*
*General Rules and Regulations*

**Please note: times and availability may be adjusted at the discretion of the Director of Recreation.*

## APPLICATION FOR USE

A. **APPLICATION**—Written application for the use of park buildings, facilities, or grounds must be complete on forms provided for that purpose and submitted to the Director's Office (1241 Lititz Pike, Lancaster, PA 17601) Monday through Friday, 8 AM to 5 PM, at least thirty (30) days prior to the date of the requested use. Applicants requesting regular meetings throughout the year need file only one application thirty (30) days prior to the beginning of each calendar year. Requests received less than thirty (30) days will be considered on a first come basis and availability. If the facilities are to be used by a group or organization, the application shall be made in the name of the organization and signed by an officer or authorized representative thereof. Any team or individual wanting to hold practice (s) or games on Township regulated facilities must submit an application and receive approval for the use of the requested facility.

B. **AVAILABILITY**—All applications for facilities are dependent upon the availability of the facilities. Approved groups will be assigned space according to the order of receipt of application. The Manheim Township Commissioners, the Recreation Department and other Municipal Departments have prior right to schedule and use all facilities. All approved groups shall meet one of the following criteria and in the following order of priority:

1.) *Class A*—Manheim Township Municipal Departments
2.) *Class B*—Manheim Township School District
3.) *Class C*—Nonprofit community groups located within the geographic boundaries of Manheim Township whose purpose is to provide a particular service to residents.
4.) *Class D*—Nonprofit community groups located outside the geographic boundaries of Manheim Township whose purpose is to provide educational or recreational service to their members.
5.) *Class E*—All other groups, commercial organizations, businesses.

C. **INSURANCE**—The applicant agrees to assume all responsibility for damage claims or liability of any kind arising out of, or by reason of, its use of park facilities, and further agrees to save and hold the Manheim Township Commissioners, Parks and Recreation Board and Recreation Department and staff harmless from any claims, liability, expense, or cost in connection with the use of park facilities. Unless waived by the Director of Recreation, or designated representative, the applicant shall be required to furnish a bond or certificate of insurance in the amount of $500,000 property damage liability and $1,000,000 personal injury liability to guarantee or assure assumption of liability and indemnification of the municipality. Failure to require these documents shall not be deemed a waiver thereof.

D. **SUBLETTING**—The applicant may not assign, sublet or transfer its right or privileges of use of township regulated facilities to any other individual, group or organization without the approval of the Director of Recreation.

E. **FUND RAISING**—Special events on township regulated facilities for the purpose of raising funds must be covered by a separate application and contract and approved by the Director of Recreation. The application must then be submitted sixty (60) days in advance and the executed contract thirty (30) days prior to the event.

F. **TAXES**—Any taxes to local, state, or federal government are to be paid by the applicant using the park facility. This includes selling items at Manheim Township sponsored events.

G. **RESPONSIBILITY**—The applicant will assign a primary and secondary contact person to direct and to be responsible for the use of the facility during occupancy. One of the contact persons is to be present during the time the facility is being used. If it is necessary to replace that person, the Director of Recreation is to be notified as soon as possible.

H. **EXPIRATION**—The permission extended to any applicant to use a park facility shall expire automatically at the time and date stated on the application. If the use is within the calendar year, it shall expire automatically at the end of the year, unless reserved on or before December 1 for the following year.

I. **REVOKE**—The Director of Recreation or his designated representative may revoke permission if, in his/her judgment, proper use is not being made, or the facility is not being used, or misinformation has been received from the applicant for use of the park facility.

**LIMITATIONS**

A. **RIGHT TO DENY**—The Director of Recreation has the right to deny the use of park facilities when deemed necessary in the public interest or when deemed in violation of Manheim Township's adopted youth sports standards. The following guidelines shall be used in interpreting the "public interest" or "violation of the standards":

1.) The applicant shall conduct orderly meetings, programs and/or events and such gatherings shall not be of a nature to incite others to disorder.

2.) The applicant shall conduct meetings, programs and/or events which are not abusive of other groups by reason of race, creed, or national origin.

3.) The applicant shall be in compliance with either the adopted youth standards for their sport or, when they are not available, the NYSCA Standards for Youth Sports.

B. **APPROVED AND UNAPPROVED USES**

1.) Township regulated park facilities may be approved by the Director of Recreation or designee for the educational, civic, social, recreational, and similar activities by approved nonprofit groups, citizens, and/or organizations.

2.) Buildings, facilities or grounds shall not be used for a purpose which is unlawful.

3.) Township regulated park facilities shall not be used for the financial gain of any individual(s) or a private commercial enterprise without prior approval of the Director of Recreation.

4.) Smoking or the use of tobacco is prohibited in all park buildings, enclosed facilities, and pools.

5.) The use of illegal substances is prohibited.

6.) Township regulated park facilities shall not be used for non Parks and Recreation parties or celebrations which are essentially private in nature. This includes birthdays, anniversaries or other similar parties, unless approved by the Director of Recreation. Exceptions to this rule include, Boettcher House Nature Museum at Landis Woods, Overlook Activities Center, Overlook Pool, Sand Trap, and Skyline Pool, Overlook Falls, and rental pavilions which may be approved for parties or celebrations.

7.) No signs, banners, pennants, etc. shall be affixed either permanently or temporarily in or on Park buildings and facilities by any group except those associated with activities sponsored by the Manheim Township Municipal government OR as approved by the Director of Recreation.

8.) All decorations used within the buildings must be fireproof and are subject to the approval of the Director of Recreation. No open flame decorations, properties or equipment shall be permitted. Decorations are to be removed by the applicant immediately following the activity.

9.) The applicant agrees to assume responsibility for confining those in attendance to the rooms, parts of buildings or facilities specifically included in this agreement.

10.) Equipment brought into any building or facility to be used by the applicant must be approved by the Director of Recreation.

11.) All park grounds shall be posted and are governed by the following rules and regulations (unless noted otherwise in this document):

**PARK ORDINANCE 1977-7**

1.) ***SCOPE:*** These rules and regulations apply to all Parks and Recreation areas operated and maintained by the Manheim Township Parks and Recreation Board.

2.) ***HOURS:*** All parks shall be open to the public during the hours of Sunrise to 10:00 p.m., unless otherwise posted by the Board.

3.) ***VEHICLES:***

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| Speed | - | 15 miles per hour maximum. |
| Parking | - | In designated areas only. |
| Repairs | - | In emergencies only. |
| Washing, Waxing, Etc. | - | Prohibited. |
| Operation | - | On roadways or specially designated areas only. |

4.) ***INTOXICATING BEVERAGES***: Transporting, possession or consumption of alcoholic or malt beverages in the parks is prohibited. The exceptions to this rule are solely for the Overlook Golf Course licensed facilities and the Boettcher House and are as follows:

a.) The Board acknowledges that the Township or its contracted concessionaire shall be responsible for the administration of the Municipal Golf Course Liquor License issued for the Golf Course and shall provide alcoholic beverages at such licensed facilities (licensed facilities are defined as the Sand Trap Restaurant, The Barn, 18 hole regulation course, and the driving range) in accordance with the Liquor Code; and

b.) The Museum is authorized to apply for and provide for sale or otherwise alcoholic beverages at the Boettcher House upon obtaining necessary special event permits from the LCB in compliance with the Liquor Code and in connection with such permitted special events for the benefit of the Museum, subject to the review and approval of the Director of Recreation; and

c.) The Director of Recreation is authorized to make the Boettcher House, adjacent patio and limited grounds available for use by the public on a reserved lease basis and at which alcoholic beverages may be provided by such lessees, subject to such agreements, conditions, policies, and rules as the Department may require and establish.

5.) ***ANIMALS:*** No animals shall be brought into the parks except domesticated animals. Any person bringing an animal into a park shall clean up after such animal. In addition, the following rules apply:

a.) Horses/Ponies – They are only permitted in the parks with special approval from the Director of Recreation. At no time are horses/ponies permitted on the trails in Landis Woods.

b.) Dogs – The rules governing dogs within the park system are in conformance with the Pennsylvania Dog Law Act of 1982 P.L. 784 No. 225 and as amended Act of 1996, No. 151. These laws and definitions for our ordinance include:

All dogs three months of age or older must be licensed. Licenses are issued by the County Treasurer.

- All dogs must be under control and must not be allowed to run at large.
- Dog under control - means that when your dog is not on your property, it must be under reasonable control of you or a handler.
- Run at large is defined as a dog that is not on a leash or confined within an off leash Dog Park.
- **Therefore, all dogs must be on a leash, not longer than six (6) feet, unless they are confined within an off leash Dog Park**.
- You are a guest in all Township parks and are responsible for the actions of your family and yourself. Under the Dog Law, dogs (animals) are personal property, and owners are responsible for damages caused by their dog (animal).
- Users of the Overlook Dog park are subject to the rules of that park.

6.) ***GAMBLING:*** No person shall engage in any kind of gambling game at which money or other valuable things may or shall be played for, staked, or abetted upon, unless otherwise specified by the Parks and Recreation Board.

7.) ***FIRES:*** No one is permitted to build an open fire (See Fire Code) With the exception of the designated camp area at the Overlook Community Campus. Use of camp area must be approved by the Director of Recreation. No person shall drop, throw or otherwise scatter lighted matches, burning cigarettes or cigars, within any park area.

8.) ***LITTERING:*** No one is permitted to discard any form of waste material, paper or rubbish within any park. Waste material, paper or rubbish generated in any park must be removed from park by said party, except where noted otherwise in the following information.

a.) Community Park: Kitchen, Kiwanis #1, Kiwanis #2 Pavilions—provides bag dispensers for each pavilion. Each reservation (2-3 bags). Notices posted in pavilions of "Trash Free/Recycling" policy. One recycling barrel at each pavilion. Continue to provide two dumpsters in park for disposal of trash by users. Also provide one recycling dumpster.

b.) Perelman Park: "Trash Free" notice posted and no trash or recycling cans.

c.) Bucher Park: "Trash Free" notice posted and no trash or recycling cans.

d.) Reidenbaugh Park: "Trash Free" notice posted and no trash or recycling cans.

e.) Schaeffer Park: "Trash Free" notice posted and no trash or recycling cans.

f.) Neffsville Square: "Trash Free" notice posted and no trash or recycling cans.

g.) Skyline Park: "Trash Free" notice posted for park (football) area, no trash or recycling cans. Trash and recycling cans provided within the pool area.

h.) Overlook Park: "Trash Free" no cans and notice posted for all park areas. Trash and recycling cans provided within the pool area.

i.) Overlook Golf Course: Trash and recycling cans provided at Sand Trap/Pavilion, tee benches, range and course.

j.) Landis Woods: "Trash Free" notice posted and no trash or recycling cans. Boettcher House to have trash and recycling cans at patio only.

k.) Bikeways: "Trash Free" notice posted and no trash or recycling cans.

l.) Nitrauer School: "Trash Free" notice posted and no trash or recycling cans.

m.) Municipal Park: "Trash Free" notice posted and no trash or recycling cans.

n.) Stoner Park: "Trash Free" notice posted and no trash or recycling cans.

o.) Stauffer Park: "Trash Free" notice posted and no trash or recycling cans.

p.) Jaycee Park: "Trash Free" notice posted and no trash or recycling cans.

9.) ***INJURING OR DESTROYING PROPERTY:*** No person shall injure, deface, remove, cut or damage any of the trees, plants, shrubs, turf, buildings, structures or fixtures therein, or any other property of the Township located within a park.

10.) ***PARK MATERIALS:*** No person shall gather or remove any wood, turf, soil, rock, sand, gravel or other materials stored at a park without the written permission of the Board.

11.) ***FIREARMS:*** No one is permitted to discharge firearms, bow and arrow, air or spring rifles, slings, or other weapons in the parks.

12.) ***PROFANE LANGUAGE:*** No person shall use profane language within a park, or conduct themselves in any lewd, immoral or commonly objectionable manner within a park, or conduct himself so as to annoy any other person using a park for recreational purposes.

13.) ***CONCESSIONS:*** No person shall set up any booth, table or stand, mobile or otherwise, for the sale of any article whatsoever, within the limits of a park, with the exception of Township Sponsored Events, without written permission of the Director of Recreation.

14.) ***GOLF:*** No person is permitted to strike golf balls within any park area, unless otherwise designated. *(Amendment—July 13, 1982)*

***PROMULGATED THIS 25TH DAY OF JULY, 1977***

***MANHEIM TOWNSHIP PARKS AND RECREATION DEPARTMENT***

**PENALTY:** Any person violating the provisions of this article shall be prosecuted according to ORDINANCE NO. 1977-7 enacted July 25, 1977, by the Commissioners of Manheim Township.

**TIME OF RENTED USE**

**A. Stauffer Park (Stauffer Mansion)**

1.) For meeting purposes, rooms are available between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, and 6:30 to 10:00 p.m., Monday through Thursday. Other times must be specially arranged with the Director of Recreation. The buildings will be available one half (1/2) hour before the scheduled use and closed one quarter (1/4) hour after the scheduled end of use.

2.) For the grounds and athletic facilities, times are 7:00 a.m. to 11:00 p.m., seven days per week.

**B. Skyline Park**

1.) The pool is available during the regular Open Swim times and after the pool closes in the evening until 10:00 p.m. (in season only) upon approval of the Director of Recreation.

2.) The football/soccer/lacrosse field is available from 7:00 a.m. until 10:00 p.m., seven days per week, April 1 to November 1.

**C. Community Park**

1.) Pavilions and park rentals are available from April 1 to November 1. They may be rented anytime between the hours of 7:00 a.m. and 10:00 p.m.

**D. Boettcher House**

1.) The hours of operation are 7:00 a.m. until 10:00 p.m. for the grounds, seven days per week. The house is available, Monday through Friday, 8:00 a.m. until 10:00 p.m. Weekend times are to be arranged through and approved by the Director of Recreation or designee.

2.) Food and drink are only permitted in the kitchen, dining room, Napolitan Room and patio.

3.) Tables and chairs will be provided.

4.) Deposits will be required for half and full day rentals.

5.) A discount will be given for extended usages.

**E. Overlook Park**

1.) The pool is available for parties during regular Open Swim times and after the pool closes in the evening until 10:00 p.m. (in season only).

2.) The athletic facilities are available 7:00 a.m. until 10:00 p.m., seven days per week.

3.) The Skate Park is available from 7:00 a.m. until 10:00 p.m., seven days per week.

### F. Overlook Activities Center

1.) This building may be reserved for private use Sunday, Monday and Wednesday evenings after 6:30 p.m. and on Saturday from 9:00 a.m. to 12:00 noon and from 4:00 p.m. to 7:00 p.m. Other times may be specially arranged with the Director of Recreation or designated representative.

### G. Overlook Golf Course

1.) Outings may be held at the golf course, seven days per week.

2.) Catered events may be held at the golf course pavilion, seven days per week.

### H. Athletic Fields—All Parks

1.) Athletic fields may be reserved through the Director of Recreation or designee for use from 7:00 a.m. to 10:00 p.m., (11:00 p.m. where lighted), April 1 to November 1.

### I. Overlook Community Campus

1.) The Barn is available from 7:00 a.m. until 12:00 midnight for rentals.

2.) Overlook Falls Miniature Golf Course is available from 7:00 a.m. to 11:00 p.m., seven days a week for special events and private rentals subject to approval of the Director of Recreation. Hours of Operation vary seasonally, typically Monday through Saturday 11:00 a.m. until 9:00 p.m.; Sundays 12:00 noon until 8:00 p.m.

3.) The Dog Park is available from 7:00 a.m. until 10:00 p.m. for authorized users.

4.) Campsite is available with prior approval of Director of Recreation.

## IV. SERVICES

### A. Custodians / Maintenance Personnel

1.) Specific fees will be charged whenever park building, athletic fields and/or facilities use requires the extended services of a custodian, maintenance man or other responsible Township staff.

2.) A Department employee will be on duty whenever a building or facility is in use, except for the use of the Boettcher House. This facility will be opened and inspected by Township appointee before the rental and inspected and closed up after the rental.

3.) During extended hours, the services that will be given include unlocking the facility, turning on the appropriate lights, unlocking exit doors for the area being used, making sure the doors are free of obstructions, making sure police and fire regulations are met, setting up chairs and tables, and after the meeting, normal cleaning and arranging the room for regular use.

### B. Equipment

1.) Arrangements for the use of Parks or Recreation equipment shall be made with the Director of Recreation or a designee. Arrangements must made thirty (30) days in advance.

2.) Equipment shall be operated by Parks and/or Recreation employees, unless waived by the Director of Recreation or a designee.

## V. DAMAGE AND THEFT

**A. APPLICANT —** The applicant is responsible for all damage and destruction to or theft of park property and the immediate reporting of such to the Recreation Department.

**B. REIMBURSEMENT —** The applicant will reimburse the Recreation Department for such damage, destruction, or theft at the replacement cost of the item (s).

## VI. SAFTY AND SECURITY

**A. RESPONSIBILITY —** The applicant shall be responsible for the conduct of both participants and spectators alike. Adequate provisions shall be made to properly handle anticipated crowds.

**B. POLICE —** The applicant shall assume the responsibility for securing and paying for police protection for any event where such protection is needed, as determined by the Recreation Director.

**C. CHILDREN —** Proper adult chaperones must be provided at all times when school age children are involved.

## VII. PARKING OF AUTOMOBILES

**A. PARKING —** Vehicles are to park in designated parking areas only.

**B. TRAFFIC LANE —** An open traffic lane shall be maintained around buildings and in parking lots at all times to provide adequate emergency access. Any designated Fire Lane shall be kept free of vehicles.

**C. HANDICAPPED —** All parks have specific spaces provided for the handicapped. Official Pennsylvania (or other states) handicapped license plates are required for these spaces.

**D. APPLICANT —** The applicant assumes the responsibility for providing necessary personnel to assume the proper parking of vehicles.

## VIII. BUILDING AND FACILITY CAPACITIES

**A. CAPACITIES —** All buildings, facilities and rooms have set assigned capacities, as determined by the Pennsylvania Department of Labor and Industry standards. They can not be exceeded.

## IX. EMERGENCY CLOSINGS

**A. REASONS —** When facilities are closed for severe snow storms, other acts of God, or physical break downs in the facility, the scheduled use shall automatically be cancelled.

**B. RESPONSIBILITY —** The Recreation Department will contact the applicant and will supply cancellation information to local media.

**C. REFUNDS —** Will be provided due to Departmental Cancellations.

## X. RIGHT TO REFUSE

**A. REGULATIONS —** These regulations do not create any rights of the use of park buildings, facilities or grounds.

**B.** **REFUSAL —** The Parks and Recreation Board and/or Director of Recreation reserves the right to refuse any individual or organization use of park buildings, facilities or grounds at any time.

## XI. RIGHT TO ALTER

The Parks and Recreation Board reserves the right to alter any of the regulations governing the use of park buildings, facilities and grounds. The agreement form for each facility will take precedence in any disagreement in language, in the paying of fees, between this document and the agreement. Applicants will receive a reservation confirmation form upon completion and approval of the reservation.

## XII. PAYMENT

**A.** The fees, per the schedule in the appendix, are due with the reservation form for each facility. No reservation is guaranteed until payment in full is received.

**B.** A statement for additional service charges rendered shall be forwarded to the applicant within one week after the event. Payment shall be due upon receipt of the statement. Checks shall be made payable to the Manheim Township Recreation Department.

## XIII. CANCELLATIONS

**A.** All cancellations by the applicant are required five working days in advance.

**B.** Applicants are subject to an administrative charge of 50% of rental fee for all cancellations made within five working days of scheduled use.

### APPENDIX

### SCHEDULE OF FEES

THE FEE SCHEDULE IS SUBJECT TO THE ANNUAL REVIEW AND APPROVAL OF THE PARK AND RECREATION BOARD. SEE ATTACHED FEE SCHEDULE