

Chapman Township Parks & Recreation Permit

Today's Date _____

Township Park Location: _____	
Date of Event:	(from) _____ (to) _____
Sun. <input type="checkbox"/>	Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. <input type="checkbox"/>
Time:	(start) _____ (stop) _____

Permit Requested By: _____
EMERGENCY CONTACT NUMBER: _____

Organization: _____
Team Name: _____
Type of Activity: _____
Age Group: _____ No. of Participants: _____
Contact Name: _____
Address: _____
Home Phone: _____ Cell Phone: _____
Email Address: _____

Certificate of Insurance	
Insured Name: _____	
Policy Number: _____	

<p>Requirements</p> <ul style="list-style-type: none"> • A copy of this signed permit must be with you during field use. • A permit must be secured before any use of playing fields is allowed. • Permits must be signed by Township Authority and on file in Twp Office. • Proof of Insurance is required for all events. • Attendees are to park at their own risk. • Any damage to personal property is at the liability of permit holder(s). • Ball field use is for softball ONLY. • Permittee agrees to all attached rules, regulations, and requirements. • Use of buildings requires permission, signing for keys, and applicable fees. • Use of Fire Hall buildings, parking lot, or facilities must be scheduled and approved by Chapman Township Volunteer Fire Company.
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<p>Agreement</p> <p><i>I have read and agree to comply with the requirements. I understand that failure to comply may result in immediate termination of Permit.</i></p> <p>Permit Applicant Signature: _____</p> <p>Print Name: _____</p>

Township Use Only
Areas to be used :

Township Authorization

Special Permissions / Instructions:
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Comments:

Chapman Township Parks & Recreation Use Permit	
Permit Number: _____	
Valid Dates: _____	Authorized By: _____
	This Permit must be ON FIELD during field use.

CHAPMAN TOWNSHIP RECREATION FACILITIES RULES AND REGULATIONS FOR USAGE

All rules and regulations regarding the use of all Township Recreation Facilities are enforceable by the Renovo Police and the Township of Chapman staff. When Township sponsored activities do not completely occupy rental areas, other groups may use the facilities. All users will comply with the following conditions:

1. This permit shall not be transferred or assigned. The Permittee shall not engage in any activity on park property other than the activity for which this Permit is expressly issued and shall comply with applicable municipal, state, and federal laws and regulations.
2. The Township, in its sole discretion, reserves the right at any time, and from time to time, to close any park area or park facility and to cancel or reschedule any previously permitted/scheduled use of any park area or park facility. Permittee acknowledges the Township's foregoing rights and irrevocably waives any claim Permittee may have now or ever have based upon or related to any cost, loss, damage, or liability that results from the Township's closure of any park area or park facility or the cancellation or rescheduling of any previously permitted/scheduled use of any park area or park facility.
3. Any special requests, additional amenities and/or services (i.e. portable restrooms, dumpsters, fences, athletic equipment, generators, etc.) must be addressed in the Permit and are the sole responsibility of the Permittee. The additional amenities must be provided by the Permittee at no expense to the Township. All additional amenities must be approved in writing by the Township staff in advance of the event, including information as to the number of amenities, location, and pickup and delivery times.
4. There must always be at least a portion of the park available to the general public during all park uses and rentals. The designated area for this permit are indicated on the Site Plan. Unless the area has been designated as an area that can be reserved, no areas can be roped off or secured in any way. Reserved parking spaces are not permitted.
5. For commercial and public events, the Permittee shall not discriminate against anyone on the basis of race, color, creed, sex, age, national origin or ancestry, religion, pregnancy, physical or mental disability, veteran status, marital status, medical condition (including HIV, AIDS, and AIDS-related complex), gender (transsexual and transgender), or sexual orientation.
6. Chapman Township cannot be held responsible for any lost or stolen property.
7. The Permittee received a copy of the following items and must have them available on the day of event: the permit and the Rules and Regulations related to this event; the Site Plan.
8. Each rental group is responsible for leaving the facility and equipment in a safe, proper working order and clean condition. Any violations of rules, regulations or policies and/or damage attributable to the Permittee, sponsors or any other party associated with this event, will result in an invoice from the Township to be issued to the Permittee with applicable charges. Any pre-existing damage or poor conditions must be reported in writing to the Township staff prior to the start of the event or the Permittee may be held responsible. Staff must be notified of the conclusion of the activity.
9. Litter pick-up and disposal is the responsibility of the Permittee. Trash must be bagged, sealed and placed in the park's trash receptacles and/or dumpster. If trash does not fit in the receptacles and/or dumpster, the Permittee is responsible for removing the trash off park property. Any additional cleaning performed by Township forces will be invoiced.

CHAPMAN TOWNSHIP RECREATION FACILITIES RULES AND REGULATIONS FOR USAGE

10. The use of any equipment including but not limited to staging, platforms, tables, chairs, risers, jumpers, etc., if permitted, shall not damage any Township property, turf, shrubbery or irrigation or inhibit public access. If any item requires staking in the ground for safety reasons, the stakes must be no longer than six (6) inches, no more than 1.5 inches in diameter, and must be colored/highly visible. All stakes must be secured in a manner that precludes a tripping hazard. For any item which damages any facility, the Permittee will be liable for costs to repair the damage. Intended staking must be noted on the permit with the types and sizes of stakes to be used. Permittee may not dig on park property or tie or adhere anything to trees, shrubbery etc., or Township property. All signs must be free standing and approved by the park supervisor in writing prior to the event. Items cannot inhibit public access.
11. Electronic amplification for music and/or voice projection must be approved in writing on the final permit by Township staff and must comply with Township noise regulations. The required maximum allowance is 65 decibels at property lines between the hours of 7:00 a.m.-7:00 p.m. Events violating the maximum allowance may be turned down or shut off Township staff.
12. The Township of Chapman does not provide any equipment, electrical power or water hookups for outdoor events. The use of generators must be pre-approved as a part of the permit process before the event. Safety precautions for use of a generator must be followed. Generator cables must be properly covered and must not impede pedestrian traffic at any time. Drip pans must be placed under the generators to eliminate potential damage.
13. Youth activities must be chaperoned by adults. The adult signing the application must be present throughout the entire event. When the signing adult cannot be present throughout the event, the Permittee must provide a list of responsible adults in advance of the rental to the Township staff. It is the Permittee's responsibility to ensure that an adequate number of adults will be present depending on the activity, rental size, and ages of the youth participants.
14. All fires must be contained within barbecues.
15. All motor vehicles are restricted to parking lots and public roadways unless prior written authorization is given by the park supervisor.
16. The Park and Recreation Facilities cannot guarantee the planting or blooming of flowers, shrubs, etc. Maintenance schedules cannot be modified (i.e., lawn renovations, mowing, etc.) to accommodate events in public parks.
17. Games such as horseshoes, softball, lawn darts and other potentially hazardous games may be played only in courts/fields that are specifically designated for these purposes and requires prior written approval of the Township staff.
18. The use of gypsum is allowed only for infield marking in baseball or softball. Biodegradable field marking paint must be used for all other field marking. These product(s) must be manufactured in the United States and approved by Township staff in writing prior to use and a copy of the Material Safety Data Sheet of the product used must be provided to Township staff.
19. Alcohol is prohibited in park and on any athletic fields.

**CHAPMAN TOWNSHIP RECREATION FACILITIES
RULES AND REGULATIONS FOR USAGE**

20. The following prohibitions are in place at all Township parks and/or facilities:
- Smoking
 - Open fires
 - Picking flowers and/or damaging shrubs, plants, and trees
 - Animals (other than service animals) inside buildings or off leash at any park facility
 - Soliciting funds or sale of merchandise
 - Advertising on Township park property; flyers, pamphlets, or handouts may not be left on cars or passed out in parks
21. The Permittee is required to obtain a minimum of \$1,000,000 general liability insurance with a \$2,000,000 aggregate insurance naming the Township of Chapman as additionally insured in the following situations: groups conducting activities, instructions, and competitions; groups using supplemental staff; rentals open to the public; rentals using equipment such as jumpers, carnival, or animal rides; and other situations where deemed necessary.
22. The Permittee shall comply with all applicable provisions of this permit, municipal, state, and federal laws and regulations. It is the responsibility of the Permittee to clear with Township staff any special requests not addressed in the Rules and Regulations as presented. Failure to comply may result in the termination of this permit.

Indemnification:

Permittee shall protect, defend indemnify, and hold Township, its elected officials, officers, representatives, agents, and employees harmless from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to Permittee's officers, employees, agents, contractors, invitees and guests, which arise out of or are in any manner directly or indirectly connected with this Permit or Permittee's Operations, and all expenses of investigating and defending against same, including without limitation reasonable attorney fees and costs; provided, however, that Permittee's duty to indemnify and hold harmless shall not include any claims or liability arising from the established active negligence, sole negligence, or sole willful misconduct of Township, its elected officials, officers, representatives, agents and employees. Township may, at its election, conduct the defense or participate in the defense of any claim related in any way to this indemnification. If Township chooses at its own election to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification, Permittee shall pay all reasonable costs related thereto, including without limitation reasonable attorney fees and costs.

By signing I acknowledge that I read and understood and will abide by all the above listed rules and regulations as they apply to my specific rental or use of Township park land or facility.

Signature _____ Date _____

Print Name: _____

Emergency Contact Phone Number: _____

Signature _____ Date _____

Print Name: _____

Contact Phone Number _____

APPROVAL BY:

Chapman Township Board of Supervisors _____

Print Name: _____ Date _____