

## RESOLUTION 2020-4

### **A RESOLUTION OF LEHIGH TOWNSHIP, NORTHAMPTON COUNTY, PENNSYLVANIA, ESTABLISHING SCHEDULING PRIORITIES, FEES FOR THE USE OF LEHIGH TOWNSHIP RECREATIONAL FACILITIES AND USAGE OF THE BERLINSVILLE / DANIELSVILLE PARK REFRESHMENT STANDS.**

The Board of Supervisors of the Township of Lehigh, Northampton County, Pennsylvania, hereby resolves that the following scheduling priorities and fees shall be paid for the use of Recreational Facilities located in Lehigh Township.

1. **Scheduling.** All teams requesting field/court usage shall make their intentions known to the Recreation Board. The Recreation Board will compile the schedules and forward them to the Township Manager for posting. Once all schedules are completed, they will be posted at the Municipal Building. Rainouts, tie games, rescheduled games will be handled by the township manager.
  - A. All scheduling is first come, first serve.
  - B. All scheduled league games come before playoff games.
  - C. Every attempt will be given to teams qualifying for playoffs to schedule a home game.
  - D. Baseball/Softball shall have priority scheduling over soccer for spring sports (March 1<sup>st</sup> to July 31<sup>st</sup>) and soccer shall have scheduling priority over baseball for fall sports (August 1st to December 1<sup>st</sup>). Baseball league schedules shall be submitted by May. Soccer game schedules shall be submitted by September 15<sup>th</sup>.
  - E. Rosters and insurance must be provided to the township manager prior to scheduling any field activity.

2. **Registered Home Teams:**

All teams using Lehigh Township facilities as their home Field shall be registered with and approved by the Lehigh Township Recreation Board. In order to be considered for approval, teams must be sponsored by a Lehigh Township Business or their Team Manager or Coach shall be a Township resident and **25%** of the team shall also be Lehigh Township residents. Approval may also be determined by field availability because of the number of teams currently registered to use the facilities. Any concerns or denials can be brought to the Recreation Board for final decisions.

Each team seeking eligibility shall provide the Township with a Certificate of Insurance which names 'Lehigh Township – Northampton County' as an additional insured. Each team shall maintain a general liability insurance policy with a minimum coverage of \$1,000,000 per occurrence. This certificate must be on file with the Township Manager before any field activity. Violators of this policy will be considered as trespassers. Failure to comply will result in removal from the field by local authorities.

3. **Registered Home Teams, Non-Residents:**

Each player participant whose teams are registered with the Township in all sports that use Lehigh Township facilities, who live outside of Lehigh Township's geographical borders, will be assessed a non-resident usage fee of \$20 per season per sport.

A. Rosters and Fees.

1. A Team Manager/Coach is responsible for providing and certifying the authenticity of the team roster and addresses of players. It is also the responsibility of the Team Manager/Coach to collect field usage fees from their team.
2. A copy of all team rosters (LTAA shall provide contact name and phone number for their organization and coach information) shall be submitted to the Lehigh Township Offices, 1069 Municipal Road, Walnutport, Pa. 18088, along with the appropriate fee, **prior to scheduling any field activities**. Failure to comply will result in removal from the field by local authorities. The roster shall include the players name and address, along with contact information for the responsible Coach and/or Manager. A copy of the roster will be provided to the Recreation Board by the Township.

B. Penalty for Failure to Comply.

1. A late fee of \$5 per month will be assessed against each non-resident fee that is due. Fields shall not be used until the Rostered Team is paid in full
2. Violators of this policy will be considered as trespassers.

4. **Non-Registered Teams desiring to use facilities** (Organized teams and/or Leagues who have an established home field other than Lehigh Township):

Non-Registered Teams seeking field use shall provide the Township with a Certificate of Insurance which names "Lehigh Township – Northampton County" as an additional insured. Each team shall maintain a general liability insurance policy with a minimum coverage of \$1,000,000 per occurrence. A copy of their Certificate of Insurance shall be sent to the Lehigh Township Office, 1069 Municipal Road, Walnutport, PA 18088, prior to the use of any Township fields whether practice or game. Failure to comply will result in removal from the field by local authorities.

Fees for use of fields shall be as follows and paid to the Lehigh Township Parks and Recreation Fund:

- A. Baseball fields \$50 per game. (unless prior arrangements have been made with the Recreation Board concerning a particular venue).
- B. Softball fields \$50 per game. (unless prior arrangements have been made with the Recreation Board concerning a particular venue).
- C. Soccer fields \$50 per game (unless prior arrangements have been made with the Recreation Board concerning a particular venue).

- D. Basketball courts \$50 per hour and a half of use, \$75 if lights are to be used.
- E. Volley Ball Courts \$50 per hour and a half of use, \$75 if lights are to be used.
- F. Tennis Courts \$50 per hour and a half of use, \$75 if lights are to be used.

The track cannot be reserved for sole or organized use unless approval is obtained from the Recreation Board.

**5. Use of Lights**

All teams shall pay a fee of \$70 per use per hour. Lights are only to be used between April 22 and July 18. Teams using lights outside this time frame will be billed for their appropriate share of the electricity on a monthly basis. The appropriate share will be determined by dividing the monthly turn on fee of \$475.00 equally among all teams per hour used in an electric billing cycle. In addition, each team shall be billed at an hourly rate of \$20 for each hour of light use. If no other teams use the field during the billing cycle, you run the risk of assuming the entire turn on fee of \$475.00 along with the \$20 per hour fee.

**6. Non League Reservations**

Groups who wish to reserve a baseball, softball, or soccer facility for recreational (non-league) purposes, shall pay a reservation fee of \$20. Reservations will be on an availability basis.

**7. Tournaments**

Any organization or group wishing to hold a tournament at Lehigh Township facilities shall be subject to the following fees:

- A. Non-Registered Teams
  - 1. Berlinsville \$ 250 per field, per day
  - 2. Danielsville \$125 per field, per day
  - 3. Delps \$125 per field, per day
- B. Registered Teams
  - 1. Berlinsville \$125 per field, per day
  - 2. Danielsville \$75 per field, per day
  - 3. Delps \$75 per field, per day

\*Unless prior arrangements have been made with the Recreation Board concerning a particular venue.

Light usage will be billed in accordance with Section 5, Use of Lights.

**8. Camps / Clinics**

- A. Approval for any camp or clinic is needed prior to the event. Fee schedules are reflected in the Tournament section, unless prior arrangements have been made with the Recreation Board concerning a particular venue.

**9. Usage of Berlinsville / Danielsville Park Food Stands**

- A. At the discretion of the Recreation Board, any registered team with a scheduled activity taking place the same day at a Park, may request the use of the food stand subject to the following:

1. A certificate of insurance shall be provided to the Township Manager listing "Lehigh Township – Northampton County" as an additional insured. Each organization shall maintain a general liability insurance policy with a minimum coverage of \$1,000,000 per occurrence. If the organization already has a current Certificate of Insurance on file with the Township, a separate Certificate of Insurance is not needed for stand use.
2. All person(s) working or serving in the food stand must be 18 years or older.
3. ServSafe certification is required to operate the stand. A copy of the certification shall be provided to the township manager at the time of scheduling.
4. The food preparation and serving areas shall be kept clean and shall be operated in a manner which promotes good food handling practices.
5. Since the food stand is equipped with Township owned equipment you may use that equipment free of charge with the understanding if said equipment is damaged through neglect or abuse you will be charged for replacement or repair. If you choose to, you may bring in your own Board approved equipment for the day.

Any organization, using the Berlinsville Food Stand shall pay a \$20 per game time slot fee to Lehigh Township Parks and Recreation Fund. Each organization will be billed accordingly.

Any organization using the Danielsville Food Stand shall pay a \$15 per game fee to Lehigh Township Parks and Recreation Fund. Each organization will be billed accordingly.

6. It is expected that the equipment and the food stand facility will be cleaned properly after use, if it is not, the Township will have the facility cleaned and the complete labor cost and supplies will be billed to the person or group reserving the facility.

7. At the end of the spring sports season, the stand shall be cleaned and made ready for the next sports season. Food stuffs shall be consolidated into one refrigerator and/or freezer. Unused appliances shall be unplugged. At the end of the fall sports season, within two weeks, all food stuffs will be removed from the building. All freezers, refrigerators and coolers will be emptied, cleaned and power turned off for the winter. A representative from the Recreation Board and a member of any organization using the stand shall meet for final stand inspection.
8. The Township or it's representative reserves the right to inspect any park facility at any time and will have the authority to deny any person or group the use of that facility if found to be in violation of the above requirements.

**10. Keys**


A cash deposit of \$25.00 is required for each key needed for all registered teams. A cash deposit of \$100.00 is required for each key needed for all non-registered teams. Deposit will be refunded when all keys have been returned.

IN WITNESS WHEREOF, this Resolution has been duly adopted this 10<sup>th</sup> Day  
of March, 2020.

LEHIGH TOWNSHIP  
NORTHAMPTON COUNTY

ATTEST:

  
Secretary

  
Chairman, Board of Supervisors