

## RESOLUTION 2026-13

### **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 shall be paid for the reservation and use of Recreational Facilities located in Lehigh Township.

1. **Insurance Requirements.**

All organized teams using Township facilities must provide a Certificate of Insurance. The Certificate of Insurance shall be received by the Township Manager at least 48 hours prior to use of the facility. The Certificate of Insurance shall name "Lehigh Township, Northampton County" as an additional insured with a minimum general liability coverage of \$1,000,000 per occurrence. Failure to provide proper insurance will result in the team being removed from the schedule. Violators of this policy will be considered as trespassers and subject to removal from the field by local authorities.

2. **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 regular season games are scheduled on a first come, first serve basis.
- B. Priority will be given to Township Home Teams before non-home teams are scheduled provided that schedules are submitted to the Township prior to May 15.
- C. Every attempt will be given to teams qualifying for playoffs to schedule a home game. Lehigh Township youth teams qualifying for playoffs will take precedence for scheduling. Regular scheduled adult games will be required to be rescheduled to accommodate youth playoff games. All teams shall notify the Township as soon as possible if they are positioned for being in playoffs and when that game may occur.

- 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 1<sup>st</sup> to December 1<sup>st</sup>). Soccer game schedules shall be submitted by September 15<sup>th</sup> in order to receive priority scheduling.
- E. Managers/Owners of teams must directly contact the Township to schedule a game. Third party scheduling will not be permitted.
- F. Field Fees are to be paid at time of scheduling. Light use fees will be invoiced with the balance due in 30 days. Any team with an outstanding balance to the Township will not be permitted to play or schedule any additional games until such time as the balance is paid in full

**3. 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.

The Township will provide material necessary to prepare the field for the season. Home Teams are expected to supply the necessary material that is needed to prepare and repair the field before and after each use. Teams are encouraged to work together in obtaining the material.

**4. Registered Home Teams, Non-Resident Fee**

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 law enforcement. 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.
5. **Non-Registered Teams desiring to use facilities** Non-Registered Teams (Organized teams and/or Leagues who have an established home field other than Lehigh Township) shall pay the following fees to Lehigh Township for use of Township facilities:
  - A. Baseball fields \$75 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.

Teams are responsible for preparing and repairing the fields before and after each use unless other arrangements have been made.

Field Fees are to be paid at time of scheduling. Light use fees will be invoiced with the balance due in 30 days. Any team with an outstanding balance to the Township will not be permitted to play or schedule any additional games until such time as the balance is paid in full.

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

**6. Use of Lights**

All Teams desiring to use the lights on the baseball field at Bryfogle Park shall be subject to a monthly turn on fee of \$250 plus \$50 per hour that the lights are in use. The monthly turn on fee will coincide with the Township's billing cycle through PPL which starts on around 17<sup>th</sup> of each month. If a team uses the lights on multiple occasions during a monthly billing cycle, they are only subject to one turn on fee. In the event there are multiple teams utilizing the lights during a single billing cycle, the monthly turn on fee may be reduced based upon actual costs.

**7. 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.

**8. 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.

**9. 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.

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

- A. Typically, the Food Stands are not rented; however, at the discretion of the Recreation Board, any home 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 separate certificate of liability insurance meeting all; the requirements of Section 1 shall be submitted indicating coverage for food preparation and service or verification from the insurance company indicating food preparation and service is included in under the general liability coverage on file with the Township.
  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 matter 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 be will 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 payable to Lehigh Township for credit to the Stand Fee account in the General Fund Budget. Each organization will be billed accordingly.

Any organization using the Danielsville Food Stand shall pay a \$15 per game fee payable to Lehigh Township Lehigh Township for credit to the Stand Fee account in the General Fund Budget. 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.
7. 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.

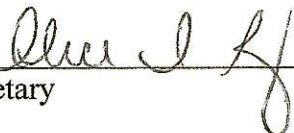
11. Keys

- A. A cash deposit of \$25.00 is required for each key needed for all registered home 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.
- B. All keys are to be returned to the Township by November 15 of each year. Deposits for keys not returned by this date will be forfeited.

IN WITNESS WHEREOF, this Resolution has been duly adopted this 14<sup>th</sup> Day  
of April, 2026.

LEHIGH TOWNSHIP  
NORTHAMPTON COUNTY

ATTEST:

  
Secretary

  
Chairman, Board of Supervisors