



Lower Nazareth Township Facilities Use Policy

Mission:

The intent of this policy is to establish protocol for use and operation of Lower Nazareth Township recreation facilities in the most safe and efficient manner possible. The desired result is to provide a safe environment to both spectators and sporting participants and to minimize organizational conflicts, overcrowding of the parking areas and ensure an orderly operation of the facilities.

SAFETY:

Pedestrian safety is the primary concern of the Township. To minimize the exposure of pedestrians within the park to vehicular traffic, at no time during any activity on the playing fields or adjacent to said fields, shall any vehicles, motorized or otherwise be allowed beyond the service road gate located at the main parking area. Exceptions to this provision are Emergency vehicles (Police, Fire and Ambulance) and any vehicle(s) preauthorized by the Board of Supervisors. In addition, the handicap access path adjacent to field # 1 shall be limited to pedestrian traffic only. All locations will be posted, noting the restrictions. Deliveries to the refreshment stand, with motor vehicles via the gated service road, will be permissible only at times when the park is not in use. Delivery of equipment, by motor vehicle, to the various playing fields is prohibited. At all times, the gate at the driveway adjacent to the main parking area, shall remain closed.

It shall be the responsibility of the organization utilizing the facility to enforce these rules.

FACILITY USE:

Lower Nazareth Township Recreation Association use:

The facility is utilized primarily by the Lower Nazareth Township Recreation Association (LNRA) baseball and football organizations.

For the purpose of this policy, spring baseball season shall be March through August 15th and fall football season shall be August 15th through November.

Use of the facility shall be determined on a priority basis. During the Spring baseball season, the baseball organization shall have priority and during the Fall football season, the football organization shall have priority. The organization with priority status shall have full access to the sports complex to the extent necessary to address their particular needs. Any other organization wishing to utilize the facility, shall coordinate their needs with the priority organization. Any facility use conflicts shall work out in favor of the organization with priority status, at the time of the conflict.

All organizations shall communicate their respective schedules with each other, with the priority organizations schedule taking precedence over all other organizations. Every effort shall be made to avoid conflicts and overcrowding of the playing fields or the parking facilities.

Use of the refreshment / restroom facility shall mirror the organizational priority system.

Non-Lower Nazareth Township Recreation Association use:

Any organization not recognized by, or under the umbrella of, the LNRA, who wishes to utilize the Township recreation facilities shall first seek a recommendation from the Lower Nazareth Township Park and Recreation Commission and subsequent permission from the Lower Nazareth Township Board of Supervisors. This process shall be repeated on an annual basis.

Restrooms – Refreshment Stand:

As indicated in a previous section, who may use the facility is determined by the organizational priority system.

General maintenance of the building is the responsibility of the township. It is, however, the responsibility of the organization utilizing the building, at the time, to provide janitorial services while the park and building are in use. The organization utilizing the building shall provide, to the township, a list of responsible individuals who will be servicing the facility. Keys to the facility will be distributed to those individuals requiring building access. The township is the sole distributor of building keys. Keys shall not be transferred and must be returned at the close of the respective sports season, unless otherwise determined by the township. Any individual receiving keys and accepting responsibility for the facility shall receive building orientation from the township.

Under no circumstances, shall any alterations or changes be made to the building without the written authorization of the township.

Scheduling:

To avoid any possible conflicts with facility usage, in addition to the various organizations communicating their schedules with each other, all organizations shall provide the township with their respective schedule of events.

Any extraordinary events, such as Tournaments, shall be pre-approved by the Board of Supervisors or the delegated representative. The organization hosting the special event will be responsible for coordinating parking, refuse collection and any other extraordinary activity that may be required to accommodate the event. At the time of approval, the organization shall be required to provide a plan of action for the event. This plan must state the date(s), time(s) and expected number of participants for the event and address the previously stated issues.

Coordination of access to the refreshment stand for any supplies deliveries and equipment service shall be the responsibility of the origination utilizing the facility.

Parking:

The large parking area located at the north west quadrant of the Township facility is designated as recreation parking. The parking area directly to the rear of the municipal building is intended for township business. Township business includes, regular office hours as well as evening township meetings. The lot is to be kept clear of recreation parking on the evenings that the building is in use. At such times as the municipal building is not in use, this parking area may be utilized for overflow recreation parking. At no time, however shall the spaces marked reserved, be used for recreation parking. It shall be the responsibility of the organization utilizing the facility to know when the municipal building is in use.

If overflow parking becomes necessary, township designated grass areas may be utilized. It is the responsibility of the organization using the recreation facility to coordinate the use of overflow parking areas. The use of the overflow areas will require strict traffic control measures, including traffic control personnel, to ensure pedestrian and motor vehicle safety. Under no circumstances, shall vehicles be allowed to use the overflow parking areas without constant supervision.

Prior to the start of the respective sporting season, the organization that will be utilizing the facility shall provide the township with a plan of action indicating how these requirements will be fulfilled. It shall be the responsibility of the organization utilizing the facility to enforce these rules.

Miscellaneous:

Under no circumstances, shall any structures be altered or erected, modifications made to the grounds or facilities without the written consent of the Board of Supervisors or their delegated representative.

Under no circumstances shall littering, vandalism or disregard to all posted park rules, be tolerated. Anyone guilty of such acts shall be expelled from the facility. It shall be the responsibility of the organization utilizing the facility to enforce these regulations.

INTERPRETATION:

Ultimate interpretation of this policy lies with the Lower Nazareth Township Board of Supervisors. This policy may be amended, from time to time, by the Board of Supervisors as they see fit.

Adopted: July 24, 2002