



**NORTHAMPTON TOWNSHIP PARKS AND RECREATION
RECREATION COMPLEX – CIVIC CENTER 1 & 2
FACILITY USE APPLICATION**

Return completed application to: **Northampton Twp. Parks & Recreation**
55 Township Road, Richboro, PA 18954

GENERAL INFORMATION

Organization/League/Team (if group use) _____

Applicant's Name _____

(Applicant is the contact person responsible for the requested facility and who will be present during use. If this person is different than the person who will be on site during use or who needs to be notified in the event of any changes or concerns once approval is granted please provide contact information below.)

Street Address _____ City _____

State _____ Zip _____ E-mail Address _____

Phone # (Home) _____ (Work) _____ (Cell) _____

Contact Person (person who will be on-site) _____ Phone# _____

FACILITY/FIELD BEING REQUESTED *(if unsure please discuss with Parks & Rec representative)*

PROPOSED USE FOR FACILITY/FIELD BEING REQUESTED

Estimated number of people attending: _____

DAY, DATE, TIME REQUESTED

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date: _____ Rain date(s): _____ Time: From: _____ To: _____
(includes set up/clean up)

The applicant/group agrees to abide by all Northampton Township Parks & Recreation rules and regulations. The applicant/group further agrees to leave the site in a clean and orderly condition after use. Full responsibility for any damage to property or persons is assumed by the undersigned as an agent for the sponsor of the event or use. The Township of Northampton, its officials, employees, agents, and volunteers shall be saved harmless from any claim and/or liability hereby arising out of, or in connection with the function activities and uses of requested premises. I have read and received the Northampton Township Parks and Recreation Field and Facility Use Policy and the Rules and Regulations relating to the use of its facilities and equipment and accept the responsibility for meeting the requirements stated therein.

Signature of Applicant _____ **Date** _____

REQUIRED FINAL PERMIT WILL NOT BE ISSUED UNTIL ALL FEES ARE PAID

1. **Certificate of Insurance** naming Northampton Township as an additional insured and certificate holder.
2. **Non-Refundable Facility Use Application Fee:** Payable by Cash, Check or Credit Card \$ _____.
3. **Fees:** Payable by Cash, Check or Credit Card: Use Fee \$ _____ Rain Date Fee \$ _____
Light Usage Fee \$ _____ Electric Usage Fee \$ _____ Equipment Rental Fee \$ _____
Private Tent Authorization Fee \$ _____ Special Field Prep Fee \$ _____
Parks and Rec Staff Fee \$ _____ Other Township Staff Fee \$ _____
4. **Separate Refundable Security Deposit:**
Facility Security Deposit \$ _____ Equipment Usage Security Deposit \$ _____

TO BE COMPLETED BY Parks & Rec _____ Date Application Received _____

Approved Approved with Changes _____

Not Approved/Reason _____

Parks & Rec Signature

PERMIT _____