

County of Lehigh Bureau of Parks and Recreation Policy and Procedures

Application Procedure:

- a. Use of County facilities is expressly for residents and groups with members residing within Lehigh County. Scheduling requests are made by logging onto www.lehighcounty.org and following the links to Parks and Recreation. Questions regarding scheduling can be directed to Bob Fischer via e-mail at robertfischer@lehighcounty.org or phone at 610-871-0281.
- b. **Permits are non-transferable.** Cancellations of reserved fields or facilities must be made within 72 hours of reserved time. You may log on to your account to delete requests or phone the parks office. Inactive accounts will be deleted from the scheduling system after one year.
- c. Permit holders must abide by terms on the Release of Liability form upon creating an account and submitting reservation requests. Groups reserving County of Lehigh fields agree to assume responsibility and liability for any damages or injuries incurred through use of the facility and relieve the County of Lehigh of any responsibility for such activities. All organizations, with the exception of limited one-time private citizen use, must provide a Certificate of Insurance to the County as proof of liability coverage in the amount of one million dollars for the current season's use. This certificate shall list The County of Lehigh as the certificate holder and additional insured.
- d. Scheduling of athletic fields will occur in two phases as follows:
Soccer Fields: Spring Season: April 1-July 31 and Fall Season: August 1 to November 30
All other fields: Spring Season: April 1 – August 31 and Fall season: September 1 to November 30
- e. Requests for reservations will be reviewed and booked according to the following priorities:
 - 1st scheduling preference will be given to non-profit youth organizations (501 (c)(3) certificate required).
 - 2nd scheduling preference will be given to all other not for profit youth and adult organizations.
 - 3rd scheduling preference will be given to any group or person that charges participants a fee for a function on County facilities, for-profit groups, tournaments, clinics, etc. An hourly fee per field is due before a permit will be issued.
- f. **Payment for facility usage must be received in the Parks and Recreation Office within 14 calendar days of the approved permit request for a permit to be issued.** Cancellations made less than 7 calendar days prior to the reserved time are not eligible for a refund, credit, or transfer. If weather conditions at the park prohibit use of the facility, you must notify Lehigh County Department of Parks and Recreation at 610-871-0281 no later than 3pm on the first business day after the reservation day. Attempts will be made to reschedule your group at no additional charge during the current season, pending availability. No refund or credit can be provided for weather related cancellations.
- g. Blanket requests for field reservations will not be accepted. In the initial round of requests, no more than 4 – 4 hour blocks of time (only one of which may be a Saturday or Sunday) per field, per group, per week, will be authorized. Additional requests may be submitted after the first round of approvals for all 3 scheduling preferences is complete.
- h. Each athletic field must be used for the sport it was intended. Refer to the website for fields available in each park. Hardball fields are for teams utilizing a 90' base path. Please note that softball fields S2, S3, and S4 at Jordan Creek Parkway are converted to soccer fields for the fall season on September 1.
- i. All requests will be reviewed by the Parks and Recreation staff. Upon approval and after the signed waiver, fees, and insurance certificate (see section c above) are received by the County, a permit will be issued as confirmation of the reservation. The permit should be carried with you while your organization is using County facilities. Use of the facility will be restricted to the date and time specified on the permit issued to the group.

(continued)

General Guidelines:

- **Lehigh County Field Conditions & Use Policy:** In the event of poor field playing conditions due to adverse weather it is expected that all users of athletic field facilities within Lehigh County Parks use their best judgment as to proceed or cancel their event. User responsibility, at all times, is to leave the facility in the same condition as it was presented to them for use. Failure to use best judgment that results in abnormal wear or damages to the facility or excessive debris/litter may result in loss of privileges and/or charges or repairs or cleanup. **Permit holders are responsible for ensuring that park facilities are free of litter before leaving.** The County reserves the right in determining what constitutes excessive wear, damages, and costs for repairs.
- The permit holder is responsible for the conduct of all participants including home teams, visiting teams, spectators, etc. Please show respect for other park patrons and neighbors. Abusive, insulting, indecent and obscene behaviors are prohibited. The person making the reservation request is also responsible for the condition of the facility and/or equipment located within and any damage to the same.
- The following is prohibited within the County of Lehigh Parks:
 - Consumption of alcoholic beverages.
 - Sale of any items or services with the exception of non-profit organizations who obtain prior approval from the director.
 - Placement of signs or advertisements within the parks.
 - Damage or removal of County property.
 - Dirt bikes and other vehicles not meant for road use.
 - Camping.
 - Use of County properties between dusk and dawn.
 - Parked vehicles in any County of Lehigh Park Properties after closing at dusk.
 - Repairs, washing, painting or any other work on vehicles on County properties.
- Use designated parking areas only for all motor vehicles. Please do not park in fire lanes, areas designated for emergency services personnel or on the grass! Motor vehicle operators must comply with existing Pennsylvania Motor Vehicle code regulations. Vehicles can be driven only on roads with a maximum speed of 20 mph within park boundaries.
- All domesticated animals must be on a leash and all waste cleaned up and disposed of properly.
- Fires may be built in grills and must be extinguished before the permit holder exits the area. Permit holders may bring their own grills that have been manufactured for safely containing outdoor fires for the purpose of cooking.
- The County of Lehigh reserves the right to refuse or void the request of an individual or group for failure to comply with County policy and procedures. Any person or group violating rules and regulations as set forth in the above policy shall be subject to a fine up to \$300 and/or undergoing imprisonment for a term of not more than 10 days. In addition, such violators will be liable for the cost of damage to County property and may be denied further privileges granted under applicable ordinances, rules and regulations governing County property.

Park Hours:

Sunrise to Sunset or as permitted by the Director