



Douglass Township, Montgomery County

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www.douglasstownship.org

PARKS AND RECREATION FACILITIES RENTAL POLICY

1. Purpose

The purpose of this policy is to establish guidelines and procedures for the rental and use of township-owned pavilions, ballfields, open space and recreational areas. These facilities are maintained for the enjoyment and benefit of the community, and their use shall be managed to ensure safety, fairness, and preservation of public property.

2. Facilities Covered Under This Policy

- Picnic Pavilions
- Baseball/Softball Fields
- Multi-use Sports Fields
- Tennis/Pickleball Courts
- Basketball Courts
- Open Recreational Areas (e.g., green space)

3. Eligibility for Rental

Rentals are open to residents, non-residents, community groups, businesses, and non-profit organizations.

Priority will be given to township-sponsored programs and resident applicants.

4. Reservation Procedures

Reservations must be made by submitting a Park Reservation Form at least 14 days in advance.

Applications may be submitted online, by mail, or in person at the Douglass Township Administration Building.

Full payment and any required security deposit must be received before confirmation.

5. Fees & Deposits

Facility Type	Resident Fee	Non-Resident Fee	Refundable Security Deposit
Pavilion (Full Day)	\$50.00	\$100.00	\$50.00
Recreational Area or Open Space Use	\$50.00	\$100.00	\$50.00
Ballfield Tournament	\$500.00	\$750.00	\$100.00
Community Event	\$500.00	\$750.00	\$100.00
Restrooms			\$10.00 key deposit

Community events require approval by the Board of Supervisors.

Note: Fee waivers may be available for recognized non-profits or community organizations upon request and approval by the Board of Supervisors.

6. Hours of Use

Facilities are available between 8:00 AM and 9:00 PM unless otherwise approved.

Rentals must include setup and cleanup within the time reserved.

7. Rules & Regulations

- No alcohol, smoking, or illegal substances are permitted on township property.
- All trash must be collected and disposed of in designated receptacles.
- Decorations must not damage park structures or trees and must be removed after the event.
- Amplified music or PA systems require prior approval by the Board of Supervisors
- Vehicles are not permitted on grass or walking paths.
- Groups are responsible for any damage caused during their rental period.
- Do not remove tables or receptacles from pavilions.
- Bikes, scooters, skateboards and rollerblades are strictly prohibited on all sport courts.
- Dogs must be on a leash at all times. Owners are responsible for cleaning up all pet waste.
- No motorized bikes or vehicles are permitted on walking paths or within open space properties in the Township.
- Inflatable bounce houses, slip and slides and other amusement type rides are prohibited.
- Comply with all other rules and regulations as governed in Chapter 181 – Parks and Recreation Areas of the Douglass Township Code of Ordinances.

8. Ballfield Use Specifics

Field preparation (lining, dragging, etc.) is the responsibility of the organization using the field.

Field must be prepared and returned to pregame condition at the end of game / tournament

Tournament or league use must submit a schedule and insurance certificate.

9. Cancellations & Refunds

Cancellations made at least 7 days prior to the reservation date are eligible for a full refund.

Cancellations within 7 days are eligible for a 50% refund.

No-shows or same-day cancellations will forfeit all fees.

Weather-related cancellations may be rescheduled based on availability.

10. Insurance Requirements

Liability insurance is required for organized events, sports leagues, tournaments or commercial vendors.

A Certificate of Insurance naming Douglass Township as additional insured must be submitted prior to the event.

11. Enforcement & Penalties

Failure to comply with this policy may result in:

- Denial of future rental privileges
- Forfeiture of deposits
- Fines or legal action if damage or violations occur

12. Contact Information

Douglass Township Parks and Recreation Department

Address: 1320 E. Philadelphia Avenue Gilbertsville, Pa. 19525

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Email: mmeitzler@douglasstownship.org

Website: www.douglasstownship.org