



**NORTHAMPTON TOWNSHIP PARKS AND RECREATION  
PARK FACILITY USE APPLICATION**

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

One application for each facility requested per season must be completed. Be sure to include the specific park and field/court.  
(i.e. Civic Center 1, Civic Center 2, Big Meadow, Hampton Estates, Pheasant Run, Municipal Park)

**GENERAL INFORMATION**

Organization/League/Team/Group \_\_\_\_\_

Applicant's Name \_\_\_\_\_

*(Applicant is the contact person responsible for the requested facility. If this person is different than the person who will be the contact person 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 \_\_\_\_\_ Phone # \_\_\_\_\_

**FACILITY/FIELD BEING REQUESTED** *(if unsure please discuss with Parks and Rec Representative)*

**PROPOSED USE FOR FACILITY/FIELD BEING REQUESTED**

Estimated number of people attending: \_\_\_\_\_

**DAY, DATE, TIMES REQUESTED**

Single Event Requested

Multiple Use Requested

Season Requested (League Use Only):  Spring/Summer March 15 – July 31 OR  Fall/Winter Aug 1 – Dec 31

Day(s) / Time(s):	<input type="checkbox"/> Monday	Time from _____ to _____	<input type="checkbox"/> Tuesday	Time from _____ to _____
	<input type="checkbox"/> Wednesday	Time from _____ to _____	<input type="checkbox"/> Thursday	Time from _____ to _____
	<input type="checkbox"/> Friday	Time from _____ to _____	<input type="checkbox"/> Saturday	Time from _____ to _____
	<input type="checkbox"/> Sunday	Time from _____ to _____		

Date(s) from \_\_\_\_\_ to \_\_\_\_\_ Exceptions: \_\_\_\_\_

*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 \_\_\_\_\_

Status in Organization \_\_\_\_\_

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

- Certificate of Insurance** naming Northampton Township as an additional insured and certificate holder \_\_\_\_\_
- Non-Refundable Facility Use Application Fee:** Payable by Cash, Check or Credit Card \$ \_\_\_\_\_
- Fees:** Payable by Cash, Check or Credit Card: Roster Fee \$ \_\_\_\_\_ 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 \$ \_\_\_\_\_
- 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 and Rec Signature

PERMIT: