











MIDDLESEX TOWNSHIP PARKS & RECREATION

FACILITY USE APPLICATION & ASSIGNMENT PROCEDURE

-  Requests for use of playing fields shall be submitted to the Middlesex Township Administrative Office; 133 Browns Hill Road, Valencia, PA 16059
-  All fields will be scheduled on a year-to-year basis.
-  Initial requests for fields will be accepted between January 1 and January 31. Requests made after this time will be considered depending upon field availability.
-  Season permits will be issued by February 28th.
-  The Middlesex Township Parks & Recreation Committee will meet in February of each calendar year to determine if the permit applications are approved as submitted or revised based on the following Priority for use of fields will be given to:
 1. Youth sports over adult sports and to league organizations over individual teams;
 2. Previous dollar investment in the fields or future commitment of funds to help maintain fields;
 3. Number of Middlesex residents on the team; (*Groups shall provide the Township detailed records with proof of Middlesex residency when requested*)
 4. Volunteer hours invested in maintaining the fields or volunteer hours that a group is willing to commit to invest in maintaining fields. (*Groups shall provide the Township detailed records dollars spent or volunteer hours logged.*)
-  A \$100.00 security deposit is required for this use of each field. This deposit will be deducted from the total fee required to reserve the field.
-  Groups desiring to use the fields must carry Liability Insurance of at least \$500,000 and name the Township as the “Additional Insured”. A Certificate must be provided prior to issuance of the Field use permit.
-  A Township Board of Supervisor, the Township Manager, the Township Secretary or any Parks & Recreation Committee member may request that anyone without a permit that is using the fields during permitted/scheduled times return during an open time period.