



WILLISTOWN TOWNSHIP PARKS AND RECREATION
Willistownparks.org 610-647-5300 ext. 224

APPLICATION FOR PAVILION RENTAL – Individual or Family Use

PROCEDURE:

1. Contact Willistown Township Parks and Recreation via email at mhm@willistown.pa.us to check pavilion availability and confirm your placement on the calendar. Emails are preferred for documentation purposes.
2. Read the Pavilion Rental Application and Willistown Township Parks and Recreation Code.
3. Complete the Application for Pavilion Rental. Faxes cannot be accepted; original signatures are necessary on these documents.
4. Return the Application for Pavilion Rental and Release and Indemnification Form, along with appropriate payment *at least two weeks prior to your picnic or event* to:

PAVILION RENTAL
WILLISTOWN TOWNSHIP PARKS AND RECREATION
40 Lloyd Ave, Suite 204-206
Malvern, PA 19355

You may also drop the application off at township administration – Greentree Office Plaza room 204/206, 40 Lloyd Avenue, Malvern, PA 19355 between 8:00AM and 4:00 PM, except on holidays. There is no after hours mail drop slot at this location.

5. Please make checks payable to **Willistown Parks and Recreation**. Payment must be received with a properly completed Application prior to park use.
7. Pavilion rentals include exclusive use of the pavilion, but do not include exclusive use of playground equipment or park grounds.
8. You may request to bring a grill. It must be located at least 20' away from all tree overhangs and structures (such as the pavilion). If you use a charcoal grill – no grill charcoal may be disposed of on township property or in township trash cans for risk of fire.
9. You may bring decorations for your party; however, all decorations must be properly disposed of and may not puncture or mark any surfaces. All tape must be removed.
10. Please make a copy of your application to have on hand during your event.
11. Have fun!

PAVILION RENTAL APPLICATION



DATE OF EVENT: _____

Application Date: _____
(2 weeks advance notice required)

PAVILION REQUESTED

Greentree Park _____

Mill Road Park _____

Garrett Mill Park _____

Event Hours: _____
(End time no later than sunset)

Type of function: _____ Number Attending: _____

I (We), THE SPONSOR, assume full responsibility for any damages to Township equipment and property. Furthermore, I (we) understand that the Township will not be held liable for any injury or damage, which may occur to me, my family and guests and our property during our use of the park. I (we) have read and understand the park regulations. I, the undersigned, intending to be legally bound for myself, my heirs, executors, administrators, and assigns, hereby waive and release any and all rights and claims for damages against Willistown Township and its respective employees for any and all damages or injuries which may be sustained by me, my family and guests at or arising out of this event.

Sponsor's Name	Street Address	Town, State	Zip	Township
----------------	----------------	-------------	-----	----------

Sponsor's signature (if a family)	Day Phone Number	Email Address (to receive approved application)
--------------------------------------	------------------	---

Is a caterer being used for food service? _____ (if "yes", caterer is responsible for removing garbage from event.)

RENTAL FEE

Willistown Resident

_____ Up to 50 people \$40
 _____ Over 50 people \$60

_____ Check number/Amount

Non – Willistown Resident

_____ Up to 50 people \$60
 _____ Over 50 people \$100

There are no refunds

I HAVE READ AND UNDERSTAND THE TOWNSHIP PARK AND RECREATION CODE (initial) _____

I am requesting to bring a grill and understand that it must be located at least 20' away from all tree overhangs and structures (such as the pavilion). I understand that if I bring a charcoal grill – no grill charcoal may be disposed of on township property or in township trash cans for risk of fire. (initial) _____

PERSON IN CHARGE will be responsible for the pavilion and its facilities during the hours indicated on this application.

Person in Charge	Day Phone	Evening Phone	Fax	Email
------------------	-----------	---------------	-----	-------

The person in charge should have a copy of the approved application at the event. An approved application gives exclusive use of the pavilion to the event. (Note: The park and play equipment may still be used by the public.)

Questions: Please contact the Willistown Township Parks and Recreation Department at 610-647-5300 ext 224

WILLISTOWN TOWNSHIP CODE

Chapter 96: PARKS

[HISTORY: Adopted by the Board of Supervisors of the Township of Willistown 5-12-1997 by Ord. No. 3-1997. Amendments noted where applicable.]

GENERAL REFERENCES

Park and Recreation Board – See Ch. 31.

Outdoor burning – See Ch. 69.

Subdivision and land development – See Ch. 123.

Zoning – See Ch. 139.

§ 96-1. Use regulations; prohibitions

- A. No person shall be permitted in a Township park except between the hours of dawn to dusk, unless a permit has been issued by the Park and Recreation Board, or its designate for such permit issuance, as hereinafter provided in § 96-4.
- B. No person shall enter or leave a Township park except by entrances and/or exits provided for such purposes.
- C. No person shall enter or use a toilet in a Township park except by entrances and/or exits provided for such purposes.
- D. Possession, distribution or consumption of beer, ale other alcoholic or intoxicating beverage or a controlled substance (such as are now defined or may later be defined by federal, state or township law, act or ordinance) is strictly prohibited in any and all Township parks.
- E. No gambling or gambling device is permitted in any Township park.
- F. No abusive, threatening, indecent or profane language and/or conduct that is publicly inappropriate and/or annoying to others using Township park facilities shall be permitted.
- G. No person or persons shall be permitted to solicit money, or promise for the same, within the confines of a Township park.
- H. No horses, dogs or other animals owned or possessed by people shall be permitted within the confines of Township parks, except as permitted in the Okehocking Preserve. Horses shall be permitted in the Okehocking Preserve in designated areas shown on the Okehocking Preserve recreation map, if attended and under control at all times. Properly licensed dogs shall be permitted in the Okehocking Preserve if they are on a leash not exceeding six feet in length and if attended and under control at all times. Dogs shall be permitted in Okehocking Preserve off of leashes only in designated areas as approved by resolution of the Board of Supervisors from time to time and shown on the Okehocking Preserve recreation map, if attended and under control at all times. For the purpose of this subsection, the term “dogs” does not include guide dogs or other dogs which are assisting handicapped persons and are controlled by the use of a harness or other restraint. **[Amended 9-9-2002 by Ord. No. 2-2002]** Owners or handlers of a dog shall be responsible for the prompt and complete removal of their excrement by immediate disposal of pet waste bags in a trash receptacle (if provided) or removal from the premises.
- I. Use of vehicles and equipment.

(1) No person shall drive, operate or park any vehicle (motor – or self-propelled) in any portion of a Township park except in spaces specifically set aside and marked for parking purposes; and no person

shall occupy a parked motor vehicle after dark within a Township park except with the exterior parking lights and interior lights turned on and in operation.

- (2) Use and operation of bicycles, go-carts, remote controlled vehicles, skateboards, roller blades, aircraft, including but not limited to ultra-light planes, remote controlled planes and hot-air balloons, and/or other motorized and/or nonmotorized devices employing wheels and/or blades of any kind (metal, wooden, plastic, rubber, etc.) is strictly prohibited on Township park basketball courts, tennis courts, volleyball courts, picnic areas, ball fields or any other portion of any Township park. Motor vehicles, with the exception of motorized wheel chairs and vehicles connected with official Township business, are prohibited.

J. No person, other than Township active duty police officers employed in the execution of their duties, shall carry or possess or use firearms in a Township park. Deer management practices at Okehocking Preserve are permitted only with written Township approval and Willistown Township Police Department notification.

K. Littering is prohibited, and all refuse shall be placed in trash receptacles (if provided) or removed by the person(s) generating the refuse. Grass clippings, brush and other debris from private property may not be discarded or otherwise placed anywhere on Township park property, including trash receptacles.

L. Vandalism to park property and facilities, including defacing or damaging park property (permanent or temporary), disturbing wildlife and disturbing/destroying/removing vegetation, is prohibited. No person shall climb a tree nor shall any person foul and/or otherwise contaminate any body of water in any Township park at any time. No person shall remove equipment from the parks or move such equipment from its designated location.

M. No person shall injure, deface or destroy any public signs, ordinances or other official Township notices posted in a Township park.

N. No advertisement, placard or notice, except official authorized notices, shall be posted and/or distributed in a Township park.

O. No person shall light or permit a fire to burn in a Township park except in a permanent fireplace provided for such purposes. Portable grills are permitted in designated areas only with written permission from the Township. Ceremonial fires are permitted only with written consent of the Township and must be constantly attended. Responsibility for such fires shall be solely that of the person or persons starting and/or using the fire. Township supervised burning is permitted for natural resource management.

P. The playing of golf, or the hitting of golf balls, is strictly prohibited at all times in any Township park.

Q. Smoking is not permitted in any Township park. Remediation of any damage caused by smoking in the parks will be at the expense of the person responsible. In addition to other fines and penalties, the Township may collect the cost of repair of any damage caused by smoking, together with the penalty, against the person causing the damage.

R. Swimming or wading in any body of water is strictly prohibited in any Township park.

S. Sound amplification equipment is permitted only with written permission from the Township.

T. Use of a Township park for any of the following purposes is prohibited, unless a permit is first obtained from the Township Park and Recreation Board, or its designate for such permit issuance, as hereinafter provided:

- (1) Sales of merchandise of any kind.

(2) Use of fireworks or other explosives.

(3) Musical, theatrical or other entertainment.

(4) Overnight camping.

(5) Parties, meetings and/or gatherings comprised of twenty-five (25) or more persons.

(6) Person(s) undertaking activities permitted with written permission from the Township must have a copy of the written permission on them at all times while undertaking approved activities.

§ 96-2. Enforcement.

The Police Department shall enforce the regulations herein set forth and shall exercise general supervision over persons and property in any Township parks.

§ 96-3. Powers and duties of Park and Recreation Board.

The Township Park and Recreation Board shall have general supervision of all Township parks and all maintenance thereof, including replacements of property and equipment therein, and shall have the authority to conduct and approve recreation programs and events. The Park and Recreation Board shall recommend to the Board of Supervisors rules and regulations with respect to conduct at Township parks and recreation facilities. The Board of Supervisors, upon recommendation from the Park and Recreation Board, may adopt by resolution reasonable rules and regulations for conduct at Township parks and recreation facilities. In view of the fact that the Township parks and play grounds have been acquired and are maintained primarily for the use of residents of the Township, the Board of Supervisors, Park and Recreation Board or any person or persons so designated, shall have the right to control access to those park and playground areas.

§ 96-4. Permits.

Permits for use of Township park(s) and field(s) shall be issued in behalf of the Township by the Township's Park and Recreation Board and/or designated Township park and recreation staff. The Township, upon recommendation from its Park and Recreation Board, may enact a fee schedule for such permits. All moneys received from these fees will be entered into the Township's Park and Recreation Fund and be designated for Township park maintenance and improvements, appropriate Township-sponsored recreation programs held within the confines of its parks or at other sites and facilities approved by the Township.

§ 96-5. Violations and penalties.

A. Any person violating any of the provisions of this chapter shall be liable to pay a fine of not more than \$1,000 for each and every offense, plus all court costs and reasonable attorneys fees, incurred by the Township in the enforcement of this chapter - to be collectible before any District Justice as like penalties are now by law collectible. Each day a violation continues shall constitute a separate offense. In default of the payment of any fine, the defendant shall be sentenced to imprisonment to the extent allowed by law for the punishment of summary offenses. Further, the appropriate officers or agents of the Township are hereby authorized to seek any other available relief at law or equity, including injunction, to enforce compliance with this chapter.

B. Parents and/or legal guardians of person(s) less than 18 years of age will be held liable for any/all fines assessed and/or damages incurred by those persons to Township park properties.

§ 96-6. Existing rights and remedies preserved; severability.

It is hereby declared to be the purpose of this chapter to provide additional and cumulative remedies to regulate the public use, enjoyment, health, welfare and safety of Township parks and recreation areas, and nothing contained in this chapter shall in any way abridge or alter rights of action or remedies now or hereafter existing in equity, or under common law or statutory law, civil or criminal. All other sections, parts and provisions of said Code of Ordinances of the Township of Willistown shall remain unchanged.