



BOARD OF SUPERVISORS  
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TOWNSHIP MANAGER  
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Willistown Township  
688 Sugartown Road  
Malvern, PA 19355  
Administration: 610-647-5300

**APPLICATION FOR PAVILLION RENTAL 2008 –  
NON-CORPORATE OR NON-ORGANIZATION USE MILL ROAD PARK**

**PROCEDURE:**

1. Contact Larry Buchholz at [lbuchholz@baptistchild.org](mailto:lbuchholz@baptistchild.org) to check for availability of the Mill Road pavilion prior to submitting your forms.
2. Read the Pavilion Rental Application, Release and Indemnification Form, 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, Release and Indemnification Form, along with Certificate of Insurance and appropriate payment *at least ten days prior to your picnic or event to:*

APPLICATION FOR PAVILION RENTAL C/O Mike Wolford  
WILLISTOWN TOWNSHIP PARKS AND RECREATION  
688 SUGARTOWN ROAD  
MALVERN, PA 19355

You may also put your application, as addressed above, in the mail slot to the left of the front door of the township administration building at any time, or drop off inside between 8:00AM and 12:00PM or 1:00 PM and 4:00 PM.

6. Please make checks payable to Willistown Parks and Recreation. Payment must be received with properly completed Application prior to park use.
7. Pavilion rentals do not include exclusive use of playground equipment.
8. Make a copy of your application to have on hand during your event, as it will serve as your "permit."
9. Have fun!

**PAVILION RENTAL APPLICATION**

**DATE OF EVENT:** \_\_\_\_\_

PAVILION REQUESTED  
Mill Road Park \_\_\_\_\_

Application Date: \_\_\_\_\_

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

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 guests, and our property during our use of the park. I (we) have read and understand the park regulations.

Sponsor's Name	Street Address	Town, State	Zip	Township
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Sponsor's signature	Day Phone Number
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Is a caterer being used for food service? \_\_\_\_\_ (if "yes", caterer or sponsor is responsible for removing garbage from event)

**RENTAL FEE**

Up to 50 people

\_\_\_\_\_ Willistown Resident Host \$25

\_\_\_\_\_ Non-Willistown Resident \$40

\_\_\_\_\_ Check number/Amount

**Over 50 people**

\_\_\_\_\_ Willistown Resident \$25

\_\_\_\_\_ Non-Willistown Resident \$40

**There are no refunds**

**PROPERLY EXECUTED RELEASE AND INDEMNIFICATION FORM (initial)** \_\_\_\_\_

**I HAVE READ AND UNDERSTAND THE TOWNSHIP PARK AND RECREATION CODE (initial)** \_\_\_\_\_

**GRILLS** are permitted in parks only with written permission from the Township. The Sponsor must contact the Parks and Recreation Department if interested in bringing grills to the event.

**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
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**THE PERSON IN CHARGE SHOULD HAVE A COPY OF THE APPLICATION AT THE EVENT WHICH GIVES EXCLUSIVE USE OF THE PAVILION TO THE APPROVED EVENT.**

**Questions:** Please contact the Willistown Township Parks and Recreation Department at 610-647-5300, ext 286

**WILLISTOWN TOWNSHIP PAVILION RENTAL APPLICATION 2007**

**RELEASE AND INDEMNIFICATION**

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 I may now or hereafter have against Willistown Township and its respective employees for any and all damages or injuries which may be sustained by me or my family arising out of participation in the above activity(ies) for the above stated year.

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Signature

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Date

# 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.