



This application is intended for organizers of public and private events and/or gatherings on Township property with an expected crowd size of twenty-five (25) people or more that does not directly benefit Springfield Township and/or its affiliated organizations.

Arrangements for your event/gathering should not be made until you have received permit approval from the Springfield Township Parks and Recreation Department. Return the completed application to the Parks and Recreation Department along with payment and all other required documentation.

**Event Specifications**

Springfield Township Parks and Recreation requires organizers of large events to obtain and approved permit. Large events are defined as groups of 25 people or more.

**Facilities Available for Event Use**

Large public and private events are limited events to James A. Cisco Park, located at 199 W. Montgomery Avenue, Erdenheim, PA 19038. This permit does not entitle the permit holder exclusive use of park and/or the playground at Cisco Park. The following facilities are available within James A. Cisco Park:

LOWER FIELD	GAZEBO	UPPER FIELD
Located near Hillcrest Pond	Located near Hillcrest Pond	Located at the corner of Montgomery Avenue and Paper Mill Road.

All other Springfield Township parks are reserve for open use by the general public or as open green space and are unavailable for event use. Special approval must be obtained from the Board of Commissioners if an event shall take place on Township property other than the above listed areas within Cisco Park.

**Permitted Uses**

Springfield Township Parks and Recreation oversees the scheduling of all Township owned facilities. The Springfield School District is a separate entity and is not affiliated with Township owned facilities. Springfield Township Parks and Recreation reserves the right to refuse and limit the use of its facilities.

**Permit Application Process**

**Step 1:** Completing this agreement serves as a request until it is approved by the Springfield Township Parks and Recreation staff. Requests must be received 21 days prior to permit date requested. No deposit or payment is due with the request form. Submitting a request is NOT a guarantee of availability or approval.

**Step 2:** Springfield Township Parks and Recreation staff will notify applicant of request approval. Failure to submit payment by date requested will make the request null and void. All requests are processed as identified in the Eligibility Priorities. Requests will be reviewed based on Springfield Township Parks and Recreation policy, facility and staff availability. Springfield Township Parks and Recreation reserves the right to deny any permit which is deemed inappropriate.

**Step 3:** Applications will be accepted on a rolling basis. In the event multiple requests are received, applications will be reviewed simultaneously.

**Hours of Use**

Time noted on permit INCLUDES set-up and clean up. Please do not arrive prior to time shown on permit and make sure you clean up by the time noted. Event set-up and break-down must be completed within the below hours:

- Monday through Sunday, Dawn to Dusk.
- Township parks are closed from sundown to sunrise.

**Park Event Permit Fees & Regulations**



Park event permit fees are determined based on the following designations:

**Category A Permit - \$25 per hour**

- Springfield Township community youth sports organizers with a minimum of 75% Springfield Township Resident
- Springfield Township based community, civic, non-profit or political organization's located in Springfield Township  
(*IE: Rotary Club, Lions Club, VFW, etc.*)
- County, State, Federal, elected officials representing Springfield Township

**Category B Permit - \$50 per hour**

- Private Citizen (resident only)
- Springfield Township based For-Profit Organizations, Businesses and Commercial Organizations

*Please note, residents may not permit Cisco Park facilities on behalf of Non-Profit, For-Profit Organizations, Businesses and Commercial Organizations located outside Township boundaries.*

**Category C Permit – No Charge**

- Springfield Township Parks and Recreation sponsored or co-sponsored activities, programs and events
- Springfield Township School District sponsored sports, activities, programs and events (*IE: Enfield Color Days*)
- Springfield Township Affiliated Organizations (*Flourtown Fire Company, Oreland Volunteer Fire Company, Wyndmoor Hose Company No. 1, and Community Ambulance Association of Ambler*)
- Springfield Township based civic organization offering a free community event to the general public. No money may be collected prior to, or during the event. Security deposit will be required to secure the event date.

**Security Deposit & Payment**

A **\$200 security deposit** is required for all permits to be processed. Security deposits must be a separate check from the permit fee and submitted with application. Security deposit checks are voided after your rental barring any violations. Violations include: excess or littered trash, damage to structure, furnishings, and/or fields. Full payment must be submitted at least 10 business days before the requested reservation date. Failure to pay within ten days may void your permit.

**Cancelation Policy**

No refunds for inclement weather. If cancelling more than ten business days prior to rental, 90% of the permit fee will be refunded, the remaining 10% is non-refundable. If cancelling within ten business days of rental, 50% of the permit fee will be applied and the remaining 50% is non-refundable.

**Damage to Property of the Renter and its Invitees**

The Renter and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Renter or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Springfield Township.

**Amenities**

Springfield Township will not provide equipment nor are they responsible for any materials left behind.

**Electricity & Water**

No electric is available for use. No running water is available for use.

**Restrooms**

One public portable toilet is available at the entrance near the playground.

**Grills and Barbeques:**

Per Springfield Township ordinance; pen burning, fires, or the use of portable stoves, barbecues or similar devices for cooking, heating or any other purpose is prohibited within parks, recreation areas, playgrounds, community buildings, athletic fields, bodies of water and any other Township park and recreation area open for public recreational use.

**Tobacco and Alcohol**



Per Springfield Township ordinance; using tobacco products and/or engaging in the consumption or possession of alcoholic beverages is prohibited within parks, recreation areas, playgrounds, community buildings, athletic fields, bodies of water and any other Township park and recreation area open for public recreational use.

**Hillcrest Pond**

Swimming or bathing a human or animal and/or bringing into or operating any boat, raft or other watercraft, whether motor-powered or not, in or upon any waters, waterways and water fountains.

**Catering and Food Trucks:**

Food trucks are permitted when catering. Sale of food is prohibited on site per Township Ordinance 62-2.

All food establishments located in Montgomery County must have a valid Montgomery County Office of Public Health (OPH) License to Operate a Food Service Establishment and insurance. The license must be posted in a conspicuous place. The license is not transferable. Food establishments are facilities that store, serve and/or prepare food for public consumption; they include but may not be limited to restaurants, retail food stores, caterers, cafeterias, mobile food vendors, and non-profit charitable facilities. Copies of license and insurance shall be provided to the Township upon request.

**Entertainment:**

Entertainment Activities (such as but not limited to moon bounce, climbing wall etc.) will require a certificate of insurance naming the Township as an additional insured to any general liability insurance policy maintained by the group/organization. Such coverage is deemed to be primary and non-contributory. Copies of insurance shall be provided to the Township upon request.

**Trash**

The permit holder is responsible for leaving the venue clean upon departure. Bulk trash shall be removed from the premises by the permit holder. If additional clean-up is required by the Township, an additional fee of \$50 per hour will be charged for clean-up.

**Waiver of Subrogation**

To the fullest extent permitted by law, the Renter and its employees, officials, volunteers, agents and representatives waive any right of recovery against the Springfield Township and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Renter's use or occupancy of the premises of the Springfield Township or arising out of Renter's operations on, at or adjacent to any premises of Springfield Township. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of Springfield Township and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Renter shall advise its insurers of the foregoing and such waiver shall be provided under the Renter's commercial property and liability insurance policies and the Renter's workers compensation insurance policy, if any.

**Insurance Requirements**

Compliance with the following insurance provisions are required to use or occupy the Springfield Township Recreation Center (the "Premises") or conduct operations incidental thereto unless waived or modified by the Township in its sole discretion. Any such waiver or modification shall be authorized in a written communication from the Township Manager.

1. The Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the Premises commercial general liability insurance or its equivalent which insures against bodily injury, property damage, personal injury and advertising injury claims arising from the Renter's use or occupancy of the Premises or operations incidental thereto, with minimum limits of:
  - a. \$ 1,000,000 each occurrence;
  - b. \$ 1,000,000 personal and advertising injury;
  - c. \$ 2,000,000 general aggregate; and
  - d. \$ 1,000,000 products/completed operations aggregate.
2. This commercial general liability insurance or its equivalent shall include the following:
  - a. Occurrence-based coverage (claims made coverage is not acceptable);



- b. Liability arising from athletic or sports participation;
  - c. Liability arising from bodily injury to spectators; and
  - d. At the Township’s request, Host liquor liability coverage and minimum \$1,000,000 per occurrence limit requirement.
3. The liability coverage outlined in sections 1 and 2 above may be met by using the following:
    - a. Commercial general liability insurance;
    - b. Endorsement to homeowner’s or renter’s policy; or
    - c. Event liability insurance
  4. If the Renter is anyone other than an individual (e.g., business, commercial, for-profit or non-profit entity), the Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the Premises business auto liability insurance which insures against bodily injury and property damage claims arising out of the ownership, maintenance or use of "any auto" (if no owned autos, hired and non-owned autos). A minimum combined single limit of liability for bodily injury and property damage of \$1,000,000 per accident shall apply.
  5. If the Renter has any employees, the Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the Premises workers compensation insurance or its equivalent with statutory benefits as required by any Federal law, including standard "other states" coverage, and employers liability insurance or its equivalent with minimum limits of:
    - a. \$100,000 each accident for bodily injury by accident;
    - b. \$100,000 each employee for bodily injury by disease; and
    - c. \$500,000 policy limit for bodily injury by disease.
  6. If requested by Springfield Township, the Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the Premises umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:
    - a. \$1,000,000 per occurrence;
    - b. \$1,000,000 aggregate for other than products/completed operations and auto liability; and
    - c. \$1,000,000 products/completed operations aggregate and including all of the following coverages on the applicable schedule of underlying insurance:
      - i. Commercial general liability;
      - ii. Business auto liability; and
      - iii. Employer’s liability.
  7. Evidence of Insurance/Insurers requirements
    - a. Renter shall furnish certificates of all insurance, acceptable to Springfield Township, evidencing all policies required above at execution of this agreement and prior to each renewal thereafter. Such insurance shall be written with insurers licensed to do business in the Commonwealth of Pennsylvania, with a current Best Insurance Reports rating of "A-" "V II" or better, unless otherwise approved by Springfield Township. The Township hereby grants specific approval for the acquisition of workers compensation and employers liability insurance from the State Workers’ Insurance Fund (SWIF) of Pennsylvania.
  8. All insurance policies required hereunder shall be endorsed to include the following provisions:
    - a. List “Springfield Township” and its elected and appointed officials, employees and authorized volunteers as additional insureds as respects the use or occupancy of the Premises under all coverage except Worker’s Compensation and accident and health policies, and the certificate of insurance (or the certified policy if requested) must so state.
    - b. Coverage provided by the Renter hereunder shall be primary as respects the Township; it’s elected and appointed officials, agents, volunteers and employees. Any coverage maintained by the Township shall apply in excess of the insurance required by this agreement.
    - c. This policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until after 30 days prior written notice has been given to the Township. (Therefore, the words “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives” are to be eliminated from the cancellation provisions of standard ACORD certificates of insurance.)
  9. Any acceptance and/ or approval of any insurance by the Township shall not be construed as relieving or excusing the Renter from any liability or obligation imposed upon the Renter by the provisions of this agreement.



## APPLICATION CHECK LIST

Please read the contents of this Park Use Permit Request in entirety.  
Complete and return the following forms to the below contact:

**Mail:**

Attn: Parks and Recreation Department  
Springfield Township  
1510 Paper Mill Road  
Wyndmoor, PA 19038

**Email:**

Emily Baiada, Parks & Recreation Director  
[ebaiada@springfieldmontco.org](mailto:ebaiada@springfieldmontco.org)  
215-836-7600

Completed Park Use Permit Applications will be comprised of the following documents:

\_\_\_\_\_ **Permit Request Form** (Incomplete forms will not be accepted)

\_\_\_\_\_ **Insurance** - Certificate of Insurance will list “Springfield Township” as additionally insured.  
*Springfield Township*  
*1510 Paper Mill Road*  
*Wyndmoor, PA 19038*

\_\_\_\_\_ **Food Establishment Forms** – Current Food Service Establishment License from Montgomery County Department of Public Health and a Copy of the Food Caterer’s Insurance.

\_\_\_\_\_ **Entertainment Forms** - A Copy of Insurance from each entertainment provider.

**COVID-19 Requirements**

\_\_\_\_\_ **COVID-19 Health and Safety Plan** - All individuals/organizations are required to provide a COVID-19 Health and Safety Plan.

\_\_\_\_\_ **Review and Compliance of Montgomery County Department of Health Recommendations**

\_\_\_\_\_ **Review and Compliance of Springfield Township COVID-19 Health and Safety Plan**

\_\_\_\_\_ **Display of Two (2) Physical Social Distance Banners** - Program instructors and volunteers will post a minimum of two banners to demonstrate six-foot social distance separation.



# PARK EVENT PERMIT APPLICATION

Please read the contents of this Park Use Permit Application Packet in its entirety.

### Facilities Available for Event Use

Large public and private events are limited events to James A. Cisco Park, located at 199 W. Montgomery Avenue, Erdenheim, PA 19038. This permit does not entitle the permit holder exclusive use of park and/or the playground at Cisco Park. The following facilities are available within James A. Cisco Park:

<input type="checkbox"/> LOWER FIELD	<input type="checkbox"/> GAZEBO	<input type="checkbox"/> UPPER FIELD
Located near Hillcrest Pond	Located near Hillcrest Pond	Located at the corner of Montgomery Avenue and Paper Mill Road.

Date Requested \_\_\_\_\_ Time (include set-up/break-down) \_\_\_\_\_

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

Applicant/Contact Name \_\_\_\_\_

Applicant/Contact Address \_\_\_\_\_

Contact Phone No. \_\_\_\_\_ Contact Email: \_\_\_\_\_

Approx. # Attending \_\_\_\_\_

Please describe your event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Catering Establishments and Entertainment Activities (DJ, Balloon Artist etc.) will require a certificate of insurance naming the Township as an additional insured to any general liability insurance policy. List activities below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Indemnification**

In consideration for permission to use Springfield Township’s park and recreation facility, Applicant agrees to the fullest extent permitted by law to defend, indemnify, pay on behalf of, and save harmless Springfield Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys’ fees and all other costs connected therewith, arising out of or connected to the Applicant’s use or occupancy of the premises of Springfield Township.

**Signature below will acknowledge acceptance of the aforementioned conditions:**

\_\_\_\_\_  
Applicant/Contact Name (Print)

\_\_\_\_\_  
Township Representative Name (Print)

\_\_\_\_\_  
Applicant/Contact Signature

\_\_\_\_\_  
Township Signature for Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received

*Office Use Only*

**Rental Fees and Requirements**

- Category A - \$25 per hour
- Category B - \$50 per hour
- Category C – No Charge
- \$200 Security Deposit
- Liability Insurance with “Springfield Township” listed as additionally insured

Park Event Use Permit:      Group Rate \_\_\_\_\_ x \_\_\_\_\_ # hours = \$ \_\_\_\_\_ total charge

\_\_\_\_\_  
Date Received:

\_\_\_\_\_  
Approved or Denied:

\_\_\_\_\_  
Email Sent:

\_\_\_\_\_  
Security Deposit Check #:

\_\_\_\_\_  
Payment Form:

\_\_\_\_\_  
Security Deposit Returned:

Email completed forms to [ebaiada@springfieldmontco.org](mailto:ebaiada@springfieldmontco.org).  
Or mail to: Springfield Township Attn: Parks and Recreation  
1510 Paper Mill Road Wyndmoor, PA 19038