

EXETER TOWNSHIP PARK'S FACILITY USAGE PERMIT POLICY

1. All requests for use of Park and Recreation facilities must be submitted by an individual 21 years of age or over, preferably in writing, on the appropriate form provided by the Parks and Recreation Office, 4975 DeMoss Road, Reading PA 19606. Reservations will be considered on a first come-first serve basis.
2. No permit shall be issued to any individual under the age of 21 years. The individual to whom the permit is granted shall be jointly and severally liable for all costs, expenses, fees and all property damage and/or personal injury occurring or sustained by any individual in attendance.
3. The authorized individual who signed the permit for use of the facility must be present during the entire period of use.
4. Any group which anticipates fifteen (15) or more individuals in attendance must obtain a permit for use of any Township-owned Park and Recreational facility.
5. No alcoholic beverages or illegal drugs are permitted on park property.
6. Fires may not be built or allowed anywhere in the park area except in grills or fireplaces designated for such purposes.
7. No pets shall be permitted to enter onto any portion of the park property with the exception of a trained skill animal, assisting with a physically challenged individual.
8. All activities must be concluded at such time as is required for the group to return the facility to its proper condition and be vacated prior to 10:00 p.m. All activities must be terminated prior to 9:00 p.m.
9. The Township reserves the right to require adequate supervision of all functions involving individuals under twenty-one (21) years of age. A minimum of one (1) responsible adult, twenty-one (21) years of age or older, must be present for each twenty (20) individuals in attendance under twenty-one (21) years of age at all functions. Additional supervision may be required as deemed necessary.
10. Groups are responsible for all areas and contents during the entire time of their occupancy. Any unwarranted damage will be the financial responsibility of the group and/or the authorized individual to whom the permit is issued.
11. All organizations using any park area are required to return it to its proper condition prior to leaving, to include:
 - a. arrangement of tables
 - b. trash in proper containers
 - c. lights off (except where designated)
 - d. all decoration removed
 - e. if balloons are used – all debris picked upGroups neglecting to return the facility to the proper condition will be charged (minimum of \$20.00) for all extraordinary custodial duties required.
12. All permit holders are required to produce a certificate of insurance or sign a hold harmless agreement that will be provided by the Parks and Recreation Office.
13. Pavilion usage includes exclusive use of pavilion of the day, access to water at fountains and bathroom sinks, electricity (multi-receptacle power strips NOT RECOMMENDED), and rest rooms for your convenience.
14. Whenever any conduct or acts of individuals or group is determined to be in violation of the rules governing use of this facility or in violation of any statutes, ordinances, or regulation of the Commonwealth of Pennsylvania or the Township of Exeter, the deviant group privilege to use the facility will be terminated immediately and they will be expelled from Township property. In addition to expulsion, the Exeter Township Police Department may arrest and detain any individual(s) or issue citation(s) of such violations previously noted.

15. Rental fees collected for the use of the facility will be determined by the current Fee Schedule approved by the Exeter Township Board of Supervisors. All fees shall be submitted together with the application. No permit will be guaranteed until such time that these fees are paid or special arrangements for payment have been approved by the Parks and Recreation Superintendent/Director. Fees will be determined by the day of the week the facility is to be used along with which park facility is desired.

Township = Groups based within Exeter Township School District
 Non-Township = Groups based outside the Exeter Township School District
 Youth Groups = Sports Teams, Girl Scouts, Boy Scouts, etc.

Park Fees – see attached sheet

Reservations	
Ballfield (per game)	
Adult	20.00
Youth	10.00
Volleyball Court with Lights (2-hour period)	25.00

16. Refunds will be given only if permit holder cancels at least 48 hours prior to the anticipated facility usage.
17. In case of emergencies regarding use of the facilities, contact the Parks and Recreation Office at 610-406-0263 or 610-779-5660 during regular business hours. After hours call 610-655-4921 (Berks County Communication Center) and ask that Exeter Police respond to Trout Run, Lorane Hollow Park and Pineland Park. For Community Park ask that Central Berks Police Dept. respond.