

**RULES AND REGULATIONS
PLEASE READ CAREFULLY**

1. Groups should take appropriate actions to maintain facilities and investigate and/or prevent abuse of facilities. Groups will be held responsible for damages attributed to their use. **Parking on grass is prohibited.**
2. All recreation-related requests must be submitted to the Allentown Department of Parks & Recreation (AP&R) in writing.
3. In requesting facilities, please do not overbook your request. Time requested should be what is needed to set up and tear down. Also, please explain what your group desires to use the facility for (ex. Sports activity, private party, team use, number of teams, games or practices per team per week).
4. Pursuant to Department of Parks & Recreation policy we may charge appropriate fees to extracurricular activities utilizing municipal facilities, which in the opinion of the DOP&R impose excessive or unusual costs.
5. In accordance with the Recreation Bureau's field & facility rental policy, all leagues, tournaments and activities requiring more than one field and or 3 weeks of reservation time are required to deposit 50% of the total rental reservation prior to the first scheduled use of all City of Allentown fields or courts. Failure to do so will terminate your request.

Based on this request (and other requests), official forms will be sent to you indicating approved dates, times and facilities. Those dates may not include all the dates you requested. Failure to provide sufficient information may delay or hinder the potential approval of your request.

***HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR COMMUNITY SERVICES FACILITIES**

In consideration for the acceptance for use of the above facilities, applicant hereby agrees to defend, indemnify and hold harmless the City of Allentown Department of Parks & Recreation and its agents, officers, employees and volunteers, against any and all claims, demands, damages, costs and expenses, including attorneys' fees, actions or liability whatsoever directly or indirectly arising out of or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant's invitees.

**A current \$1,000,000.00 (one million dollar) liability insurance policy is required for all field permits. City of Allentown Department of Parks & Recreation should be named as the additional certificate holder
Field rentals will not be permitted without this insurance policy.**

ON BEHALF OF THIS GROUP, I UNDERSTAND ALL THE RULES AND REGULATIONS ASSOCIATED WITH IS REQUEST AND ACCEPT THE LEGAL AND FINANCIAL RESPONSIBILITIES INVOLVED IN THE USE OF CITY OF ALLENTOWN PARK FACILITIES			
<i>I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief. I understand that if I knowingly make any false statement herein I am subject to such penalties that may be prescribed by law or ordinance.</i>			
APPLICANT'S SIGNATURE			
	This form will be returned if not signed by applicant		Date
APPROVAL			
	SUPERINTENDENT OF RECREATION AND/OR DESIGNEE APPROVAL		Date