

	<h2 style="margin:0;">Field/Court Rental Application</h2>	City of Allentown Department of Parks & Recreation 3000 Parkway Blvd Allentown, PA 18104 610-437-7750 FAX 610-437-7796	
Date(s) you are requesting: 2016		Time of Reservation:	Sport/Event you are Reserving for:
Recurring? ___ Yes ___ No ___ Sun ___ Mon ___ Tue ___ Wed ___ Thur ___ Fri ___ Sat		Start: _____ AM/PM End: _____ AM/PM	_____ (i.e. softball tournament, tennis, etc.)
Youth or Adult Players? <input type="checkbox"/> Youth <input type="checkbox"/> Adult		Are 90% of the participants Allentown Residents? (Proof Required) ___ Yes ___ No Estimated number of Participants: _____ Estimated number of Spectators: _____	
Baseball/Softball Fields			
\$25 per game (non-resident \$40) - \$90 per day Tournaments \$125 per day \$130 daily for 2 fields same complex \$195 per day for 3 fields same complex \$260 per day for 4 fields same complex			
<input type="checkbox"/> Bucky Boyle 1 (90')	<input type="checkbox"/> Andre Reed 1 (90')	<input type="checkbox"/> Keck Park 1 (90')	<input type="checkbox"/> Roosevelt Park (60')
<input type="checkbox"/> Bucky Boyle 2 (60')	<input type="checkbox"/> Andre Reed 2 (60')	<input type="checkbox"/> Percy Ruhe 1 (90')	<input type="checkbox"/> Trout Creek East (60')
<input type="checkbox"/> Fountain Park 1 (90')	<input type="checkbox"/> Jordan 1 (90')	<input type="checkbox"/> Percy Ruhe 2 (60')	<input type="checkbox"/> Trout Creek West (75')
<input type="checkbox"/> Fountain Park 2 (60')	<input type="checkbox"/> Jordan 2 (60')	<input type="checkbox"/> Percy Ruhe 3 (60')	<input type="checkbox"/> Union Terrace (St. Elmo St.) (60')
<input type="checkbox"/> Fountain Park 3 (60')	<input type="checkbox"/> Jordan 3 (60')	<input type="checkbox"/> Percy Ruhe 4 (90')	
Football/Soccer Fields			
\$25 per game (non-resident \$40) \$120 per day \$210 per day for 2 fields same complex			
<input type="checkbox"/> Bucky Boyle	<input type="checkbox"/> Andre Reed Park	<input type="checkbox"/> Keck Park	<input type="checkbox"/> Percy Ruhe 2 (bb3)
<input type="checkbox"/> Fountain Park	<input type="checkbox"/> Jordan Park	<input type="checkbox"/> Percy Ruhe 1 (bb1)	<input type="checkbox"/> Percy Ruhe 3 (bb4)
			<input type="checkbox"/> Roosevelt Park
			<input type="checkbox"/> Union Terrace
Basketball Courts			
\$25 per game (non-resident \$40) \$80 per day \$160 per day for 2 courts same complex \$230 per day for 3 courts same complex \$290 per day for 4 courts same complex			
<input type="checkbox"/> Cedar Beach 1	<input type="checkbox"/> Fountain Park	<input type="checkbox"/> Bucky Boyle	<input type="checkbox"/> Keck Park
<input type="checkbox"/> Cedar Beach 2	<input type="checkbox"/> Ithaca	<input type="checkbox"/> Jordan 1	<input type="checkbox"/> Percy Ruhe 1
<input type="checkbox"/> Cedar Beach 3	<input type="checkbox"/> Andre Reed 1	<input type="checkbox"/> Jordan 2	<input type="checkbox"/> Percy Ruhe 2
<input type="checkbox"/> Cedar Beach 4	<input type="checkbox"/> Andre Reed 2	<input type="checkbox"/> Jordan Meadows	<input type="checkbox"/> Percy Ruhe 3
			<input type="checkbox"/> Roosevelt 1
			<input type="checkbox"/> Roosevelt 2
			<input type="checkbox"/> Stevens ½ court
			<input type="checkbox"/> Trout Creek West
			<input type="checkbox"/> Valania
Volleyball Courts			
\$25 per day \$35 per day for 2 courts same complex			
<input type="checkbox"/> Cedar Beach sand 1	<input type="checkbox"/> Cedar Beach hard 1	<input type="checkbox"/> Rose Garden	
<input type="checkbox"/> Cedar Beach sand 2	<input type="checkbox"/> Cedar Beach hard 2	<input type="checkbox"/> Trout Creek West	
Tennis Courts			
\$25 per day \$35 per day for 2 courts same complex \$55 per day for 3 courts same complex \$70 per day for 4 courts same complex			
<input type="checkbox"/> Andre Reed 1	<input type="checkbox"/> Andre Reed 3	<input type="checkbox"/> Roosevelt 1	<input type="checkbox"/> Roosevelt 3
<input type="checkbox"/> Andre Reed 2	<input type="checkbox"/> Andre Reed 4	<input type="checkbox"/> Roosevelt 2	<input type="checkbox"/> Roosevelt 4
Racquetball/Handball Courts			
\$25 per day \$35 per day for 2 courts same complex \$55 per day for 3 courts same complex \$70 per day for 4 courts same complex			
<input type="checkbox"/> Jordan 1	<input type="checkbox"/> Jordan 3	<input type="checkbox"/> Jordan Meadows 1	<input type="checkbox"/> Percy Ruhe 1
<input type="checkbox"/> Jordan 2	<input type="checkbox"/> Jordan 4	<input type="checkbox"/> Jordan Meadows 2	<input type="checkbox"/> Percy Ruhe 2
			<input type="checkbox"/> Keck Park 1
			<input type="checkbox"/> Keck Park 2
Miscellaneous Rates			
<input type="checkbox"/> Jordan Meadows Roller Hockey \$25 per game, \$65 per day	<input type="checkbox"/> Lights \$25 per hour	<input type="checkbox"/> Cross Country in Lehigh Parkway \$75 per meet (Special Event Fee)	

Food Vendors and Temporary Health License

The City of Allentown requires that all food vendors at field rental events must have a valid business license and insurance, as well as a temporary concession license through the Allentown Health Bureau. You must submit a list of food vendors to the City of Allentown's Health Bureau.

Yes No Does your event include food and/or beverages?

If yes, please describe the type of food you will have: _____

Yes No Does your event intend to cook food at the event?

If yes, please describe how it will be prepared, held, and served: _____

❖ **Health Bureau Phone number: 610-437-7759**

Portable Restrooms

It is recommended that one (1) chemical or portable toilet be provided for every 200 people attending an event. Federal guidelines require five percent (5%) of these facilities must be ADA accessible.

Yes No Will your event be contracting for portable restrooms?

Number of restrooms: _____ Exact Set-up Location: _____

Equipment Set-Up: Date: _____ Time: _____ Equipment Pick-Up: Date: _____ Time: _____

Recycling and Sanitation

The rental organizer **must** recycle and properly dispose of waste & garbage so the area is returned to a clean condition. **Failure to properly cleanup will result in additional fees and may result in a denial of future field permits.** Event organizers, attendees, and vendors must recycle and the event organizer is responsible to provide recycling and trash containers.

Clear Stream Containers: The City of Allentown has trash and recycling Clear Stream containers that can be used for larger-scale field rentals. Any loss or damage to the containers will be billed to you after the event.

How many of each containers will you be using for your event? Trash: _____ Recycling: _____

Requesting to use City containers Organizer will provide own

Based on attendance and duration of your event, dumpsters with lids may be required. *Please note that the City of Allentown does not provide dumpsters for recycling and trash for events.* It is recommended to have one (1) eight yard dumpster for recycling and trash for every increment of 1,000 people attending an event.

Yes No Will your event be contracting for trash and recycling dumpsters?

Number of dumpsters: _____ Exact Set-up Location: _____

Equipment Set-Up: Date: _____ Time: _____ Equipment Pick-Up: Date: _____ Time: _____

❖ **Recycling & Solid Waste Bureau Phone number: 610-437-8729**

Event Layout

A site plan or route map *may* be required by the City of Allentown for your event.

Yes No Has a map been submitted with this application?

Insurance Requirements

Please provide us with a copy of your **Certificate of Liability Insurance, naming the City of Allentown as the additional insured in the amount of \$1,000,000 and the Additional Insured Endorsement Page.** The Certificate Holder needs to read: City of Allentown, c/o Parks & Recreation, 435 Hamilton St., Allentown, PA 18101.

- **INSURANCE AND ENDORSEMENT DUE NO LATER THAN 30 DAYS IN ADVANCE OF YOUR RENTAL START DATE**
- **No rental may begin without these two (2) documents. We thank you in advance for your understanding on this matter.**

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 cancellation requests must be submitted to the Allentown Department of Parks & Recreation in writing. **Any cancellation or schedule change less than seven (7) calendar days prior to the reserved time will not be eligible for a refund, credit, or transfer.**
3. In requesting facilities, please do not overbook your request. Time requested should include what is needed to set up and tear down.
4. In accordance with the Department’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 approval 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 SERVICE 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.

All Leagues: 50% down payment due at time of reservation. Insurance due at least 30 days before start date.

All Tournaments: Payment in full due at time of reservation. Insurance due at least 30 days before start date.

Pick-Up Games: Payment in full due at time of reservation.

Please print the following information. Applicant signature is required.			
APPLICANT’S NAME		DAYTIME PHONENUMBER	CELL PHONE NUMBER
ORGANIZATION NAME			
ADDRESS	CITY	STATE	ZIP CODE
E-MAIL ADDRESS			

ON BEHALF OF THIS GROUP, I UNDERSTAND ALL THE RULES AND REGULATIONS ASSOCIATED WITH THIS 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 SIGNATURE			
	This form will be returned if not signed by applicant		Date
APPROVAL			
	SUPERINTENDENT OF PARKS AND/OR DESIGNEE APPROVAL		Date