

**PALMYRA AREA RECREATION AND PARKS COMMISSION (PARPC)**  
**325 S. Railroad Street, Suite 1**  
**Palmyra, PA 17078**  
**(717) 838-9244**  
**www.palmyrarec.org**

**2018 RIDGE ROAD TOURNAMENT PERMIT APPLICATION**

Please complete all pages of this application and answer all questions. Attach any insurance documents, event description or operation plans, at time of submission. **This completed form and a 50% deposit must be submitted with the application. The balance is due at least ninety (90) days prior to your event/activity. Incomplete forms will be returned. Please print clearly in blue or black ink.**

Park areas are available from sunrise to sunset daily unless otherwise restricted.

**Event Date(s):** \_\_\_\_\_ 2018

**Times: Set-up** \_\_\_\_\_ am/pm **Start:** \_\_\_\_\_ am/pm **End:** \_\_\_\_\_ am/pm

**Number of fields needed for tournament:** \_\_\_\_\_

**Specific Fields needed: (see attached map)** \_\_\_\_\_

**Event/Activity description:** \_\_\_\_\_

**Type of event, check one:**

**Private Tournament & Charging an admission or registration fee: Yes or No (circle one)**

**Public FREE** – Complete written description of the event, including other entities involved. Depending on the size and type of event, a certificate of insurance naming PARPC and PASD as additional insured may be required.

**Are you charging a parking fee? Yes or No (circle one)\***

**Permit Applicant Information (Permits will only be issued to the name and address on application)**

**Organization:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Street address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Individual or Contact Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

By acceptance of this Tournament Permit, the permittee shall be bound by all Park rules, regulations, and applicable ordinances/laws as set forth in the Tournament Permit Application.

**Resident Tournament Fees: \$ 3,500 per weekend + Processing Fee \$10.00 = Total Fee: \$ 3,510**

**Non-Resident Tournament Fees: \$6,000 per weekend + Processing Fee \$10 = Total NR Fee: \$6,010**

**If you are charging a fee for parking, there is an additional fee of \$1,000 per tournament. Please add it to the total.**

**Total fee owed:** \_\_\_\_\_ **Total payment enclosed:** \_\_\_\_\_

**Permit Application Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_

### **TOURNAMENT PERMIT APPLICATION REGULATIONS**

The Palmyra Area Recreation and Parks Commission (PARPC) reserves the right to reject a Tournament Application if it believes the event or activity will unreasonably interfere with other existing or planned activities, including normal conduct of PARPC parks or recreational facilities.

By submitting this Tournament Permit Application, the applicant is certifying that no expense will be borne by PARPC or the Palmyra Area School District (PASD) in connection with the event or activity described in this Application for which PARPC or PASD will not be fully reimbursed. Further, the applicant certifies that PARPC nor the PASD will be liable or responsible for any cost, effect, error, omission or loss of any kind associated with the event or activity listed herein, and PARPC and the PASD is fully indemnified and held harmless from any claims or judgments arising from such use.

The PARPC reserves the right to: set special conditions with regard to any planned use, require payment in advance or deny any Tournament Application for failure to meet any of the stated conditions or because of past adverse experience involving either the type of planned use or the applicant. **Resident fees are specifically for residents or business owners located within PARPC's jurisdiction which includes the Borough of Palmyra, North Londonderry and South Londonderry Townships. All others will be assessed non-resident fees.**

### **TOURNAMENT PERMIT HOLDER RESPONSIBILITIES**

Permittee is completely responsible for clean-up after their event. If PARPC has to clean-up, the Permittee will be billed for all personnel and equipment costs, or \$300, whichever is greater. If it is determined by the PARPC or the PASD that Police personnel must be present to ensure the safe operation of your event, the Permittee must pay for all personnel and equipment costs. PARPC reserves the right to require such payment in advance.

**In order to process your tournament permit, Permittee is required to pay 50% of the total fee owed upfront with the balance due 90 days prior to event date. Payments can be made in cash, checks or money orders. We do not accept credit cards, at this time.**

**Permittee is responsible for any damages to Ridge Road Park over and above normal wear and tear that occurs as a result of Permittee's usage.**

### **INSURANCE REQUIREMENTS**

1. All applicants must provide event Liability coverage of \$1,000,000 per occurrence and \$1,000,000 aggregate **or** Standard Liability coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. All applicants must provide Auto Liability of \$1,000,000 Combined Single Limit for Corporations and \$300,000 Combined Single Limit for individuals.
3. The Palmyra Area School District and Palmyra Area Recreation and Parks Commission must be listed on the Insurance Policies as Additional Insured and the policies need to be submitted 30 days prior to the tournament or the event will be cancelled.

### **REFUND POLICY**

If you cancel your permit at least 120 days prior to the date of your event, you will receive a full refund minus the processing fee. If you cancel your permit less than 90 days before your event, you will receive 50% refund minus the processing fee. If you cancel your permit 60 days or less before your event, you will receive no refund. If PARPC cancels your event, we will either provide you a full refund or an alternate date for your event. Any and all rain date fees are non-refundable.

### **RAIN DATE POLICY**

A separate permit must be filed to schedule a rain date. All appropriate fees apply and must be paid and submitted with your initial application. PARPC reserves the right to cancel an event, due to weather, and a replacement date will be provided at no additional cost to the Permittee.

# **RIDGE ROAD PROPERTY PARK RULES AND REGULATIONS**

## Regulations for Conduct of Persons using Ridge Road property.

**PARK HOURS: SUNRISE TO SUNSET DAILY, YEAR-ROUND.**

**The following activities shall be prohibited by all persons using facilities operated by PARPC. If you have questions, please call PARPC at 838-9244.**

- 1. Disorderly conduct and the use of profane language.**
- 2. The consumption or possession of illegal drugs and/or alcoholic beverages.**
- 3. Cooking or open pit fires of any type except in permitted facilities or areas specifically designated for that purpose.**
- 4. Littering. Disposal of trash or recyclables is restricted to the containers provided.**
- 5. Removal or tampering of any vegetation or any park property.**
- 6. Hunting, trapping, feeding, possession, removal, or disruption of wildlife or their young is prohibited unless otherwise posted.**
- 7. Soliciting or distributing handbills; provided, however, that activities protected by the First Amendment of the U.S. Constitution and the Pennsylvania Constitution shall not be prohibited by this provision and provided that any person so protected seeking to distribute handbills shall remove all litter which may result from persons refusing or discarding such handbills.**
- 8. Abuse or misuse of athletic fields and surfaces.**
- 9. Mini-bikes, 4-wheel drive all-terrain vehicles are limited to roads only.**
- 10. Using athletic fields for golfing purposes.**
- 11. Use of glass containers.**
- 12. Skateboarding or roller activity except in permitted facilities or areas specifically designated for that purpose.**
- 13. Discharge of any firearms as that term is defined by 6120 (b) of the Pennsylvania Uniform Firearms Act except for the justifiable use of force as authorized by Chapter 5 of the Pennsylvania Crimes Code.**
- 14. Use or possession of any bow and arrow, sling shot, air rifle or any device (other than firearms as defined above) capable of throwing any projectile of any sort, including the hand throwing of rocks and stones intended to be used as weapons.**

### Regulations for Motor Vehicles

- 1. The operation of licensed motor vehicles is restricted to paved roads and parking areas only.**
- 2. Operation of any other motor vehicles, such as mini-bikes, and/or off-road vehicles is prohibited.**
- 3. Vehicles shall park in only designated parking spaces.**
- 4. Washing, waxing or any type of mechanical repairs to vehicles while in any**

- PARPC Park is not permitted.
5. Emergency vehicles are exempt from this section.

**Restrictions on Pets.**

1. Pets are permitted in parks provided they are on a leash, attended to and under their owner's control, at all times, unless they are within the fenced in area utilized as a dog park.
2. Pets shall be kept off athletic fields and playgrounds at all times.
3. Owners shall clean-up all waste from their pets.

**Activities Permitted Only with Prior Authorization.** Park Permits are required for use of any or all PARPC facilities. Permits will be granted on a first-come, first-serve basis. PARPC reserves the right to cancel any events or use it deems detrimental to the property.

**Scheduling of PARPC Park Facilities**

1. Scheduled use of the park facilities for all organized group instruction, exhibition, practice, competition, and demonstration events requires prior application approval from PARPC.
2. PARPC reserves the right to deny an application for park usage if it deems the event or activity could endanger the health, safety and welfare of the public or the facility being requested.
3. Scheduling will occur on a first-come, first-serve basis.

**Violations/Penalties** Violations of these rules and regulations shall constitute a violation of the political sub-division where the park is located and shall be subject to the fines established by that political sub-division.

**EMERGENCY CONTACTS**

<b>Borough of Palmyra</b>	<b>838-6361</b>
<b>North Londonderry Twp. Building</b>	<b>838-1373</b>
<b>South Londonderry Twp. Building</b>	<b>838-5556</b>
<b>Palmyra Police Dept.</b>	<b>838-8188</b>
<b>North Londonderry Twp. Police</b>	<b>838-5276</b>
<b>South Londonderry Twp. Police</b>	<b>838-1376</b>
<b>PARPC Office</b>	<b>838-9244</b>

Updated: 10/6/17

# SCHEDULE A

## Ridge Road Field Plan

