



## **BASEBALL FIELD – SINGLE USE APPLICATION**

This policy provides a uniform means of allowing the Potter Athletic Complex (PAC) sports fields to be reserved and used by individuals and groups. The goal is to maximize access and cooperative use of the park facilities in order to encourage healthier lifestyles and physical fitness.

Any individual or small group interested in reserving a field for a single date must complete the “Single Use of Public Athletic Fields Application”

Applicants must complete the entire application. Contact information must include both a phone number and email address, **NO EXCEPTIONS**. Most field use communication will be via email except when individual phone calls are required.

Should you have any questions or concerns regarding single use field permits and fees, please feel free to contact the Parks & Recreation Department at:

### **Contact Information:**

Lisa Kroner

Parks & Recreation Coordinator

[lkroner@pottertownship.org](mailto:lkroner@pottertownship.org)

P: 814-364-9176, ext. 103

F: 814-364-2809

### **Checklist for Application Submission:**

- Completed & Signed “Single Use of Public Athletic Fields Application”
- Acknowledgement and Signed “Community Use of Potter Athletic Fields & Facilities Policy & Procedures”
- Two (2) Separate Checks – (1) Field Rental Fee, and (1) Security Deposit.
- Valid certificate of insurance naming Potter Township as certificate holder

## **SPORTS FIELD RESERVATION FEES FOR SINGLE USE:**

### **Overview:**

Fees have been approved for **2022** for all field users by the Potter Township Board of Supervisors.

### **Payment:**

Please make two (2) separate checks payable to "Potter Township". One (1) check will be for your field rental fee, and the other (1) will be for your security deposit in the event of damages.

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### **Single Use Fees for individuals and small groups.**

- Up to Three (3) Hours: \$25.00
- Each Additional Hour: \$5.00
- Security Deposit: \$50.00 (two times the rental fee)

**SINGLE USE of PUBLIC ATHLETIC FIELDS APPLICATION**

**PLEASE CHECK THE FIELD(S) THAT YOU ARE REQUESTING:**

*Potter Athletic Complex (PAC)*

\_\_\_\_\_ Baseball Field- Emery Field (lighted field)

\_\_\_\_\_ Baseball Field- Geiss Field

Organization: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Requested Dates of Use: \_\_\_\_\_

Requested Time of Use: \_\_\_\_\_

Event/Purpose for which use is requested: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

I agree to abide by the rules, regulations and policies as set forth. I, the undersigned representative, have read the rules and regulations with reference to this application and am duly authorized to submit this application on its behalf. The information contained herein is complete and accurate.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE