



# RADNOR TOWNSHIP PARKS & RECREATION DEPARTMENT

301 IVEN AVENUE WAYNE, PA 19087-5297  
PHONE: 610-688-5600 EMAIL: RECREATION@RADNOR.ORG



## APPLICATION FOR THE USAGE OF RADNOR TOWNSHIP PARK AREAS & FACILITIES

PLEASE PRINT ALL INFORMATION / PLEASE ATTACH ADDITIONAL INFORMATION IF NECESSARY

PLEASE INDICATE AREA OF USAGE: ☐ PAVILION / PICNIC AREA ☐ ATHLETIC FIELD(S)  
☐ TENNIS COURT(S) ☐ BASKETBALL COURT(S)  
☐ PICKLEBALL COURT(S) ☐ OTHER PARK AREA

NAME OF ORGANIZATION/TEAM/CLUB/LEAGUE/GROUP/SPORT TODAY'S DATE

ADDRESS CITY ZIP

NAME/LOCATION OF PARK AREA / FACILITY

DATE(S) DESIRED HOURS DESIRED START FINISH

SPECIFIC PURPOSE OF USE

NUMBER OF PEOPLE IN ATTENDANCE % TOWNSHIP RESIDENTS AGE RANGE OF USERS:

WILL ATTENDEES BE SUBJECT TO ANY OF THE FOLLOWING (OTHER FORMS MAY APPLY):

☐ ADMISSION/REGISTRATION FEE ☐ FUNDRAISER ☐ OTHER:

\*DO YOU PLAN TO BRING IN OUTSIDE VENDORS TO PROVIDE ENTERTAINMENT/FOOD/ETC? ☐ YES ☐ NO

IF SO, PLEASE DESCRIBE:

\*WILL YOU REQUIRE ANY OF THE FOLLOWING DURING YOUR RESERVATION?

☐ ELECTRIC POWER ☐ WATER ACCESS ☐ ADDITIONAL EQUIPMENT/SUPPLIES

IF ANY OF THE ABOVE BOXES WERE CHECKED, PLEASE INDICATE REASON FOR USAGE:

**\*ALL SUBJECT TO APPROVAL**

Name and address of one (1) responsible officer on behalf of your group and who will accept responsibility for adherence to Township Regulations:

1. NAME & TITLE ADDRESS CITY ZIP

PHONES: HOME WORK OTHER

EMAIL(S):

## **LIABILITY RELEASE**

"In consideration of permission to use the above listed park area/facility, I, individually and in my representative capacity for the above specified organization/group (if any), for myself, for the aforesaid organization, and for our heirs, representatives, insurers, and assigns do":

1. release and discharge Radnor Township, its successors, representatives, employees, agents, volunteers, assigns, and insurers, from any and all claims of liability and causes of action in law and in equity, arising in any way from my/our use of the above listed park area/ facility.
2. release and discharge any and all right of and claims for contribution, indemnification, and subrogation, by whatever term called, against Radnor Township, its successors, representatives, employees, agents, volunteers, assigns, and insurers, arising in any way from my/our use of the above listed park area/facility; and
3. agree to indemnify, defend, and hold harmless Radnor Township, its successors, representatives, employees, agents, volunteers, assigns, and insurers, for any and all losses, claims, demands or causes of action, and any damages, judgments, fees, expenses, costs (including interest) of any nature whatsoever arising in any way from my/our use of the above listed park area/facility.

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Signature - Individual/Officer of Organization/Group

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Date

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Printed Name - Individual/Officer of Organization/Group

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Date

**[EVERY USER MUST PROVIDE A SIGNED LIABILITY RELEASE]**

## **CERTIFICATE OF INSURANCE**

I, individually and in my capacity as the representative of the organization/group (if any) seeking usage of Radnor Township park area/facility, understand I am responsible for securing a Certificate of Liability Insurance acceptable to the Township, naming Radnor Township as an additional insured. I further understand that the lack of filing such a Certificate of Insurance shall result in the denial of permission for park area/facility usage, procurement of a permit and/or forfeiture of a permit or any permission received.

I understand that I will be responsible for any damages to the park area/facility/equipment arising in any way from my use of the above listed picnic facility.

I agree to make sure the area is cleaned up and in good condition for the next group and to notify Radnor Township at 610-688-5600 immediately of any damages or concerns.

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Signature – Individual/Officer of Organization/Group

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Date

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Printed Name - Individual/Officer of Organization/Group

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Date

**[ALL ORGANIZATIONS, INSTITUTIONS, & BUSINESS GROUPS ARE REQUIRED TO PROVIDE A CERTIFICATE OF LIABILITY INSURANCE ACCEPTABLE TO THE TOWNSHIP, NAMING RADNOR TOWNSHIP AS AN ADDITIONAL INSURED.]**



## Park Rules & Regulations

**Park Rules & Regulations are in accordance with Township Code Chapter 205/Park & Recreation Areas**

### GENERAL RULES & REGULATIONS

- ✓ All Radnor Township parks and facilities are to be used at your own risk.
- ✓ Park hours are: **DAWN TO DUSK.**
- ✓ Park Bathroom code to enter for parks with restrooms: 1-2-3
- ✓ Park Bathrooms are closed for public access during the winter months.
- ✓ Dogs are permitted in Township parks except in areas specifically posted against them.
- ✓ Cars are to be parked in designated areas only.
- ✓ Picnic tables and other park equipment are not to be moved.

### RESTRICTED ACTIVITIES - Chapter 205/Parks & Recreation Areas

- ✓ Possession or use of alcoholic beverages.
- ✓ Damaging, defacing, destroying or removing any property, vegetation, building, equipment or notices.
- ✓ Discarding of trash, garbage or other litter except into containers provided for that purpose (Areas around grills and picnic tables must be clean at all times).
- ✓ Possession or use of any type of firearms where such possession or use is in violation of the Pennsylvania Uniform Firearms Act, 18 Pa.C.S.A. § 6101 et seq. Archery equipment may only be used in special areas as may be provided for such use.
- ✓ Fires, except in facilities especially provided for that purpose (All fires are to be extinguished prior to leaving the premises).
- ✓ Boisterous, immoral or indecent actions or conduct annoying to other users of the park (Music and excessive noise are prohibited).
- ✓ Motorized vehicles, except licensed vehicles on designated roadways and within posted speed limits weighing less than 10,000 pounds. Verbal permission may be given by the Township Manager and/or the Director of Parks and Recreation for vehicles over 10,000 pounds.
- ✓ Pets running free. Pets may accompany owners when under control except in areas specifically posted against pets.
- ✓ Swimming, boating, ice skating and golfing, except in those areas specifically designated for those purposes.
- ✓ Hunting and trapping.
- ✓ Fishing in the pond areas shall be restricted to resident children 15 years of age or younger (Youth fishing permits are available in the Parks & Recreation office).

**YOUNG LUNGS AT PLAY POLICY:** *The use of tobacco products, including smokeless tobacco, electronic cigarettes, 'vaping', and cigars are prohibited in Township Parks and Playgrounds where children are present or may be present.*

### FORMAL USAGE PERMITS

- ✓ Individuals, groups, or organizations must obtain a permit for formal usage of parks and recreation areas from the Parks & Recreation Department. These areas include the use of pavilions, picnic tables, grills, ballfields, courts, and other related areas.
- ✓ Please contact us in advance to request an application and to check availability.
- ✓ It is required that a completed application be filed prior to requested date. The permit is not valid until all fees have been paid. The balance due must be paid in advance of use along with our receipt of any insurance certificates or other requirements. The approved permit is required to be on site during and throughout the reservation time.
- ✓ Various parks are available for formal usage permits and include: *Fenimore Woods (Picnic Pavilion), Clem Macrone Park (Picnic Pavilion), The Willows Park, Bo Connor Park, Cowan Park, Friends of Radnor Trail Park, and Odorisio Park.* Other locations also available upon request.
- ✓ Please note: **Refunds are not given on reservations.** If you cannot use your reservation, you must cancel at least 24 hours in advance in order to receive a credit toward future use of a picnic area/pavilion.

Radnor Township reserves the right to supersede any of the above rules and regulations or institute new rules and regulations as deemed necessary to protect the rights of the residents/renters and the integrity of the parks and facilities.

### **Radnor Township Parks & Recreation Department**

[www.radnor.com/recreation](http://www.radnor.com/recreation)

Radnor Township Building: 301 Iven Avenue, Wayne

**Office Phone:** 610 688 5600 **Office Hours:** 8 AM to 4 PM Monday to Friday

**QUESTIONS OR TO REPORT NON EMERGENCY INFORMATION** [recreation@radnor.org](mailto:recreation@radnor.org)

Tammy Cohen, Director 610 564 3884 / [tcohen@radnor.org](mailto:tcohen@radnor.org)

Heather DiCanzio, Program Supervisor 610 308 9537 / [hdicanzio@radnor.org](mailto:hdicanzio@radnor.org)

Tracey Krum, Program Coordinator 610 331 1433 / [tkrum@radnor.org](mailto:tkrum@radnor.org)