



Borough of Hummelstown  
Sports Association  
Field Rental Application  
261 Quarry Road  
Hummelstown, PA 17036  
717-566-2555

**Effective February 2023**

Reservation is for fields at (Check One):

Shope Field:            Schaffner Field:            Mehaffie Field:

Season Dates Requested: From: \_\_\_\_\_ To: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*(Attach Schedule if needed)*

**Contact Information**

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

Name of Registrant: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email: \_\_\_\_\_

Alt Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Potable Bathrooms Provided: By Borough      By Sports Association

**IMPORTANT! READ CAREFULLY!**

- 1) Organized sports groups renting Borough fields for a season will be charged a fee of \$2,000. However, an offset may be provided at the discretion of Borough Council for the justifiable improvement of the fields through the purchase of materials or supplies during the season.
- 2) All teams, organizations, leagues, associations, etc. are to assume FULL RESPONSIBILITY and make any restitution for any damage to Hummelstown Borough property or surrounding areas attributed to them. Damage fees will be assessed to the renter of record on the Permit Application Form for actual costs, including staff time, for repair, replacement, or damage to Borough property, facilities or equipment caused by attendees of the event.
- 3) Restroom keys will be issued to the contact person or alternate of the requesting organization. The person signing for the restroom key, on behalf of the organization, will be responsible for the key to be returned within two weeks of the conclusion of the season. Copying keys is prohibited. A minimum fee of **\$125.00 for key deposit** will be charged for the season to the signer/organization for **ANY** restroom keys not returned to Hummelstown Borough Administration

4) Liability insurance coverage for a minimum of \$1,000,000 must be provided to the Hummelstown Borough Department prior to the close of the last business day before the first date of field or facility use. All insurance certificates shall be originals and list Hummelstown Borough as Additional Insured. Sub limits shall not be less than the per occurrence limit required. Failure to provide the insurance certificate will void the permit application and deny the organization use of the field(s). Certificate of Insurance must be received one week prior to the start of the reservation.

5) All organizations, associations and teams are responsible for the maintenance of fields and play areas. This includes picking up trash with proper disposal, and ensuring that vehicle parking occurs ONLY on approved lots or areas. The Hummelstown Borough Police Department may ticket any violators.

6) In the event of hazardous conditions, as determined in the exclusive discretion of the Borough, any Borough park, field, or facility may be closed at the discretion of the Borough Manager, or his/her designee.

7) Participants must obey facility rules and regulations. (Attached)

**FIELD USE APPROVED BY:** \_\_\_\_\_

**ISSUED KEY NUMBER(S):**      **FACILITY LOCATION:** \_\_\_\_\_

**SIGNATURE OF REPRESENTATIVE:** \_\_\_\_\_

*Use Back of Form if Additional Keys are Needed.*

\_\_\_\_\_  
Hummelstown Borough Staff Signature

\_\_\_\_\_  
Date

**KEY(S) DUE BACK to Hummelstown Borough Administration by:** \_\_\_\_\_

Date

Key(s) Returned: Yes / No

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**THIS FORM MUST BE PRESENTED UPON REQUEST IN ORDER TO USE ANY OF THE FACILITIES UNDER THE JURISDICTION OF HUMMELSTOWN BOROUGH**

## **HUMMELSTOWN BOROUGH PARKS AND FACILITIES RULES OF USE**

The following rules and regulations are to be observed by all users of Hummelstown Borough Parks and associated facilities. Observations of these rules and regulations will help preserve and maintain the longevity and usefulness of the parks, facilities, and associated equipment. Care of these items along with proper civil behavior will allow all users of these facilities to enjoy the setting and prevent nuisances.

- No vandalism or defacing of property.
- No alcoholic beverages unless with approved special permit
- No littering or dumping.
- No tampering with trees or vegetation
- No golfing
- No bicycles on fields or playgrounds
- No skateboarding
- No profane language
- No disorderly or disruptive behavior
- All animals must be kept on a maximum 6-foot leash.
- All animal waste must be cleaned up by the owner of the animal or person in control of the animal.
- The person designated on the Permit Rental is responsible for leaving the rented facilities in good order and clean condition after use.
- All trash is to be placed in bags in provided receptacles or removed.
- No merchandising, sales, or display of items for sale (unless they are concessions, fundraisers, etc. for organized sports organizations, or part of an event, or otherwise approved by Borough Council, the Borough Manager or his/her designee)
- No posting, pasting, fastening, painting, writing, drawing, carving, tacking, or affixing any placard, bill, notice, sign, advertisement, or any inscription whatsoever upon any structure, tree, stone, fence, thing or enclosure within any recreation, park or conservation area, or on any public lands, highway or roads adjacent to any recreation, park, or conservation area, except with the prior approval of the Borough Manager.
- No motor vehicles except on designated areas
- No smoking, vaping, or holding a lighted cigar, cigarette, pipe or other lighted smoking device.

**VIOLATION OF ANY OF THESE RULES MAY RESULT IN EXPULSION FROM THE PARK OR FACILITY, CRIMINAL PROSECUTION, AND / OR POTENTIAL LOSS F FUTURE PRIVILEGE TO USE HUMMELSTOWN BOROUGH PARKS OR RECREATION FACILITIES.**