

**AMBLER BOROUGH PARK PERMIT APPLICATION**

**PARK USERS MUST COMPLY WITH ALL BOROUGH ORDINANCES RULES AND REGULATIONS INCLUDING THE ATTACHED RULES AND REGULATIONS**

Today's Date: \_\_\_\_\_

Name of Park Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Circle Day of the Week: M T W TH F SA SU

Time(s) Requested: Beginning : \_\_\_\_\_ ( a.m./p.m.) Ending \_\_\_\_\_ (a.m./p.m.)

Event Name: \_\_\_\_\_

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

Applicant Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Approximate Number: Participants \_\_\_\_\_ Spectators: \_\_\_\_\_

Will there be amplified sound at your event? Yes\_\_\_ No\_\_\_

*If yes, please complete the attached variance form*

*Amplification will not be allowed prior to 10:00 AM and must be concluded by 8:00 PM. The Borough Code Officer must be contacted prior to the Event to ensure the amplification meets the Noise Ordinance Regulations.*

Will Applicant be selling any items? Yes\_\_\_ No\_\_\_

If yes, what is being sold? \_\_\_\_\_

*An outdoor vendor permit and Borough sales tax license are required. In addition, for non-packaged food being sold, you must obtain a permit from the Montgomery County Health Dept. Please refer to paragraphs 14 & 15 for more information.*

Will your event be catered? Yes\_\_\_ No\_\_\_

*If yes, a dumpster may be required to accommodate the additional trash.*

Will Applicant be staking anything into the ground 6" or deeper? Yes\_\_\_ No\_\_\_

**OFFICE USE ONLY**

EMS Res. # \_\_\_\_\_

Date Ent. \_\_\_\_\_

Ent. By \_\_\_\_\_

Event Log \_\_\_\_\_

Inv. # \_\_\_\_\_

## Park Reservation Requirements, Procedures, Guidelines, Policies, & Fees

These guidelines are intended to assist the user when applying for a reservation permit for exclusive use of Borough owned parks. Borough staff may deviate from these guidelines as it deems appropriate. It is the intent of Borough staff to see that facilities are used to their full potential while maintaining a safe, quality environment.

*BOROUGH OWNED RECREATION FACILITIES ARE NOT INTENDED TO BE UTILIZED FOR COMMERCIAL GAIN, BUT RATHER TO PROVIDE A QUALITY RECREATIONAL ACTIVITY FOR ALL BOROUGH RESIDENTS*

To assure proper scheduling, it is necessary that all requests and/or changes be submitted in writing on the proper forms to be approved by the Borough of Ambler.

### Facility Requests:

1. To reserve a Park for an event, including but not limited to exhibition, camp or clinic, the Applicant must obtain a Park Permit from the Borough of Ambler at least ten **(10)** days prior to the date of such event.

### PARK USE FEES:

\$60 per use for residents of Ambler Borough, Lower Gwynedd Township, Whitpain Township, Upper Dublin Township and for non-profit groups. For any event lasting two or more consecutive days the fee is capped at \$120.00. A refundable deposit of \$250 for security and damage is to be paid at time of application for park use.

\$150 per day for non-residents (or other than listed above) and for-profit groups. A refundable deposit of \$250 for security and damage is to be paid at time of application for park use.

\$250 for any skate park event, regardless of residency or type of entity/organization/group. (A Security/Damage Deposit of (at least) \$250 is to be paid by Applicant prior to issuance of Skate Park Use Permit).

No charge will be assessed for local groups of less than 12 people or for organized local sports leagues (e.g., Ambler Junior Baseball)

The Parks & Recreation Committee may at its discretion waive fees for any event if a request is presented.

2. A Security/Damage Deposit of two-hundred and fifty dollars (\$250) must be paid by the Applicant prior to issuance of the Skate Park Permit. This deposit, or any portion thereof, may be retained by the Borough of Ambler to pay for any damage caused to the park or park property or for any costs incurred by the Borough due to the use of the park by the group. A larger damage deposit may be required if the Borough reasonably determines that the risk of any damage to Borough property from the event exceeds \$250. The Applicant is responsible for any damage to Borough property that exceeds the amount of the security deposit. Each Applicant is responsible for cleanup of scheduled facilities and surrounding areas, including, but not limited to, parking lots, surrounding turf areas and the facility itself. Failure by the Applicant to adequately clean the scheduled facilities and surrounding areas will result in forfeiture of the security deposit.
3. Any request for use of the Skate Park that is considered a league, camp, clinic or tryout requires a \$1 million per occurrence liability insurance policy with the Borough of Ambler listed as "additionally insured." This insurance policy is required before a permit will be issued. Insurance can be obtained through a specific sport sanctioning body that provides the required insurance.
4. If an Applicant cancels a facility due to inclement weather they must contact the Borough of Ambler no later than the next business day. Failure to comply with this procedure will result in the forfeiture of the permit fee.
5. The Skate Park is primarily for "drop-in users". Events may be scheduled and reserved a maximum of four **(4)** times per calendar year. Skate park events include, but are not limited to, competitions, exhibitions, clinics, and camps. Organized events at the Skate Park will not be allowed within two **(2)** weeks of another scheduled event at that location and are limited to a maximum of eight (8) hours per day.

6. The Skate Park is located at Knight Park, Bannockburn Avenue at S. Main Street. The Skate Park facility does not have a designated parking area or bleacher areas for spectator viewing. Approval of permit applications will take into consideration several factors, including but not limited to, the number of participants and spectators expected at the event as well as the impact of the event on users of and the residents neighboring Knight Park.
7. Non-Borough sponsored users are not allowed to charge admission fees to spectators at any Borough-owned park.
8. Event advertising is permitted with prior approval from the Borough of Ambler. Borough staff will remove any event advertising that has not been pre-approved. All signs pertaining to the event must be removed immediately upon conclusion of the event.
9. Compliance with the Borough's Noise Ordinance is required by Borough Code: Ordinance 10-502
10. Vending is allowed at Borough owned property, provided Applicant provides Ambler Borough with a written list of all authorized vendors no later than 48 hours prior to the event. Any person who intends to sell any goods or services on park property must first obtain an Outdoor Vendor License and Sales Tax License from the Borough of Ambler, 122 E. Butler Avenue, Ambler, PA 19002. Applicant may elect to obtain one Outdoor Vendor License for the event, which would cover all of the vendors; however, each individual vendor would be required to have their own Sales Tax License. All issued permits and licenses must be displayed where easily visible on the vendor equipment while at the event.
11. If food is being sold at your event, the applicant must confirm a food vendor permit was issued by the Montgomery County Health Department.
12. Failure to abide by the policies, procedures, and guidelines contained in this document may jeopardize any future use of Borough owned facilities.
13. Marking of any type (i.e., chalk, paint, etc.) on turf or hardscape in the Parks or on adjoining Borough property such as trails, streets or sidewalks is prohibited. If any type of marking of turf or hardscape in or around the Park is needed, the Applicant must contact Ambler Borough one week in advance of the event to discuss viable options. If arrangements are not made prior to the event and markings are discovered after the event, the Applicant will be responsible for any costs associated with clean up; including any costs in excess of the security deposit.
14. The issuance of a Park Permit does not constitute a representation by the Borough that the park is safe or suitable for the Applicant's event.
15. The Applicant and all persons attending the event must obey all applicable laws, rules and regulations. Any violation of such laws, rules or regulations may result in the denial of future Event Permits to the Applicant. Borough ordinances, rules and regulations will be enforced by the Police Department and/or Borough staff. If the Borough of Ambler receives complaints during the event, investigatory procedures will be followed and the Applicant will be held accountable, if necessary.
16. The Applicant agrees not to discriminate on the basis of disability and to comply with all applicable requirements of the Americans with Disabilities Act.
17. The Applicant acknowledges that there are risks inherent in the activities that will be undertaken pursuant to this Application that may result in bodily injury or property damage to participants or others. The Borough of Ambler does not assume any responsibility for lost or stolen articles, damage to Applicant's property or injury to persons using Borough facilities. The Applicant hereby waives any claims against the Borough of Ambler related to any such damage or injury. The Applicant hereby indemnifies and releases the Borough of Ambler, its officers, employees, agents, contractors and volunteers against all claims, causes of action, damages, liability, loss or costs, including reasonable attorney's fees, of every kind and nature, directly or proximately resulting from or caused by any act or omission of the Applicant or any of its officers, agents, employees, representative, assigns, guests, patrons or invitees or by their use of occupation of Borough property, and any loss or damage to property prior to, during or subsequent to the use of the Borough property by the Applicant. Applicants are responsible for their own negligence and the direct consequences of their performance hereunder. Nothing herein shall be deemed to be a waiver of the protections of the Commonwealth of Pennsylvania

**I, the undersigned, have read and received the above Rules and Regulations and the attached Park Rules and Regulations and, on behalf of the Applicant, agree to adhere to all requirements contained therein. I hereby affirm that all information provided in this Application is true and correct. If Applicant is a corporation or other entity, the person signing on behalf of Applicant affirmatively states that he or she has authority to act on behalf of the Applicant and to bind Applicant to this contract.**

---

Applicant Signature/Date

## BOROUGH OF AMBLER PARK RULES AND REGULATIONS

Summary of Relevant Laws, Rules, and Regulations for use of Parks, Trails, and Facilities located inside the Borough of Ambler

### **PARK USERS MUST COMPLY WITH ALL BOROUGH ORDINANCES RULES AND REGULATIONS INCLUDING THE RULES AND REGULATIONS LISTED BELOW**

#### ***A. The following activities are prohibited in or on Borough parks by Section (16-101) of the Borough Code:***

1. **Alcoholic Beverages:** Possess or consume any alcoholic beverage, open or unopened.
2. **Animals:** Violating any provision of Sub Section K of the Borough Code,
3. **Fires:** Violating any provision of Chapter 7-201 of the Borough Code. Lighting a campfire, bonfire or other fire except for fires in grills approved by the Borough or fires in portable grills or stoves on tables approved by the Borough, or as authorized by a permit. Burning of refuse or rubbish is prohibited. No fire shall be left unattended.
4. **Glass Bottles/Containers:** Bringing in or possessing.
5. **Miscellaneous Offenses:** violating any provision of Ordinance 991 of the Borough Code, including but not limited to: **trespass; littering; discharge of weapons; depositing bodily waste; disturbing the peace; disorderly conduct; harassment; and nudity.**
6. **Trash:** Discarding or releasing any waste or hazardous substance except for trash generated from activities in the park, which must be disposed of in marked trash receptacles. Tampering with trash containers is prohibited.
7. **Vandalism/Tampering:** Removing, destroying, mutilating, modifying or defacing any Borough property.
8. **Vehicles:** Operating or parking a motor vehicle other than on established roadways or in designated parking areas, or violating any provision of the Ambler Borough Traffic Code

#### ***B. The following activities are prohibited in or on Borough parks by Section 16-101 of the Borough Code unless a sign has been posted permitting such use:***

**Skating and Skateboarding:** Skateboarding or in-line skating, except in the Skate Park, is prohibited.

**Hours of Usage:** Entering a park during Sunset - Sunrise (specific hours for use of various park facilities such as ballfields, skate parks, etc. will be effective upon conspicuous posting.)

**Planting:** Planting trees, shrubs, grasses, flowers or other plants.

**Posting Notices:** Posting a notice or sign, including fastening, displaying or depositing cards, posters or other written materials or erecting a display.

***In addition, no person shall engage in any activity when a sign has been posted by the Borough of Ambler stating that such activity is not allowed in that area. (Code § 23-203(c))***