

PARK RESERVATION POLICY

There are located within the Township of Upper Milford, Lehigh County, Pennsylvania, public parks that contain public recreation pavilions.

The Board of Supervisors has established and sets the following policy (s) for reserving and renting of the Township Park Pavilions; and

1. Pavilions are available for use by the general public, subject to all Upper Milford Township Park Rules and Regulations and any other applicable laws and regulations; and
2. Pavilions are available for reservations or rental from the very first weekend in May, through the last weekend in September of the calendar year. (Depending on the circumstances and use, other dates may be available with approval from the Township Manager and subject to staffing availability); and
3. The reservations may be made up to twelve (12)-months in advance of the reservation date, subject to and in accordance with the following procedures:
 - a. The person making the reservation shall be deemed the responsible party and must be 18 years of age or older.
 - b. The person making the reservation must provide the applicable information to the Township Staff including, but not limited to the Name of Group, Contact Person, Phone Number, Address of Contact Person, Number of Persons expected, Date Desired and brief description of their Event or Function.
 - c. The responsible party must acknowledge, sign and return the Township's Indemnity Agreement, along with their payment of the reservation or rental fee as established by the Board of Supervisors, within fourteen (14)-days of making said reservation, or the reservation will expire. (This fee is for reserving and use of the pavilion, and does not reserve the ball field or other park amenities.)
 - d. Reservations may be made in person at the Township Office, located at 5831 King's Highway South, PO Box 210, Old Zionsville, PA 18068-0210, or by calling (610) 966 – 3223 during normal business hours, Monday through Friday from 8:00 a.m. until 4:00 p.m.

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- e. The Board of Supervisors waive the established fee for all Non-Profit Organizations, which is officially recognized as 501.3.C. Organizations based in Upper Milford Township for all seasonal non-holiday weekends.
- f. The person reserving the pavilion twelve (12)-months in advance must acknowledge that they will be responsible to pay any difference between the current fee and any new fee established by the Board of Supervisors, at the beginning of the New Year.
- g. Refund Policy: The Township will refund the fee paid, only under the following circumstances:
 - 1. In the event that the Township closes the park for an emergency, safety or other reasons.
 - 2. In the event that the responsible party requests in writing, a cancellation of the reservation or rental, not less than thirty (30)-days prior to the date of the reservation or rental, and subject to, that the Township is able to find a replacement party or group for the date.
- h. The Board of Supervisors reserves the right to deny any party, or group to reserve, or rent a pavilion based on their past history or conduct while using the Township's facilities.
- i. All current Upper Milford Township Park Rules and Regulations remain in effect, along with any other agency's rules and regulations.
- j. Township Staff will provide the applicant with a copy of the most recent Park Rules and Regulations.