

Peters Township PARKS & RECREATION Policy Manual





Peters Township Parks & Recreation Policy Manual Index

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SUPPL – Official information from another source added to the manual as a supplement, therefore will not be assigned a policy number and in some cases no page numbers.

Section 1: Park Policies





Peters Township Parks & Recreation Park Use Policy

Date of adoption: August 20, 2020

Policy Number: 1-01

Resolution Number: 08-01-20

Statement of Purpose

To provide guidelines and usage fees for the use of park spaces outside the established rental areas by an organized group.

Introduction

There are two types of areas:

- Established rental areas include; Community Recreation Center, Community Room, shelters, Amphitheater, tennis courts and athletic fields (fees already established)
- Areas outside established rentals – include but are not limited to; Arrowhead Trail, Peters Lake, open green space

All Parks and Recreation areas including fields and facilities are assigned in order of the following prioritization

- Township coordinated activities and programs
- Parks and Recreation acknowledged youth sports association activities and programs
- School District activities and programs
- All other requests on a first come first serve basis

General Guidelines

- The amount of activities per park may be limited per week or month so as to not drastically affect the regular use of the park
- There must be no less than 4 weeks between organized activities or events on the Arrowhead Trail
- Fundraising:
 - The purpose of the fundraiser should have a worthwhile reason for collecting funds benefiting an organization or cause in Peters Township or serving the Peters Township region. The fundraiser should include donations, sponsorship, etc. whenever possible instead of additional fees to participants. It should attempt to present an outreach potential and should involve all age groups
 - The existing Fundraising for Benefit Policy is also applicable if the organized activity or event is requesting an area outside of the established rental areas as covered in this Policy
 - Please refer to the Fundraising for Benefit Policy (#3-05) for details

- Admission fees are not permitted
- Renter is responsible for garbage collection and removal
 - Trash receptacles are located throughout the parks and near facilities such as restrooms and shelters. The Parks and Recreation Department will work with you to try and provide the necessary receptacles for your request however, it will be the responsibility of those organizing the activity or event to make sure the area is cleaned at the conclusion of the event
- The Director of the Parks and Recreation Department will consult with the Chief of Police or designee to determine the need for security and/or traffic control based upon the number of people projected to attend the event and/or the nature of the event
 - The Chief of Police or designee shall make a recommendation regarding the need for security and/or traffic control including but not limited to one or more of the following:
 - Township Police for which the organization would be billed the minimum time as per the current Police Collective Bargaining Agreement
 - Private UNARMED certified security officers which must provide a certificate of insurance listing the Township as an additional insured
 - Volunteers for parking, crowd control or other clearly defined and approved responsibilities

Procedures

- All special use requests must be submitted no less than 2 months prior to the initial event date
- A full description of all aspects of the activity or event must be submitted with the request form
- A certificate of insurance for the activity or event must be submitted with the request form with general liability for \$1 million each occurrence, \$2 million aggregate and list the Township as an additional insured
- Payment is required at the time of request. A security deposit in the amount of \$500 is also required, at the time of request, in the form of a separate check and will only be deposited and used for maintenance and/or repairs that result from the rental

Fees

	Small Group 50 or less Per hour	Medium Group 51 – 150 Per hour	Large Group 151 – 250 max Per hour
Resident	\$70	\$100	\$150
Resident for Profit	\$100	\$130	\$180
Non-resident	\$120	\$150	\$200
Non-Resident for Profit	\$150	\$180	\$230



Peters Township Parks & Recreation Amphitheater Use Policy

Date of adoption: August 20, 2020

Policy Number: 1-02

Resolution Number: 08-01-20

Statement of Purpose

To provide guidelines for the usage of the Peterswood Park Amphitheater

Introduction

In 2018 we opened the newly renovated Amphitheater. With the improvements to the area, we started receiving more requests to use the facility than before. This policy was developed to establish how those requests would be addressed.

All Parks and Recreation areas including fields and facilities are assigned in order of the following prioritization:

- Township coordinated activities and programs
- Parks and Recreation acknowledged youth sports association activities and programs
- School District activities and programs
- All other requests on a first come first serve basis

General Guidelines

- No requests will be approved until the Parks and Recreation schedule for the Amphitheater is complete
- Fundraising:
 - The purpose of the fundraiser should have a worthwhile reason for collecting funds benefiting an organization or cause in Peters Township or serving Peters Township. The fundraiser should include donations, sponsorships, etc. whenever possible instead of additional fees to participants. It should attempt to present an outreach potential and should involve all age groups
 - The existing Fundraising for Benefit Policy (#3-05) is also applicable if the organized activity or event is requesting an area outside of the established rental areas as covered in this Policy
 - Please refer to the Fundraising for Benefit Policy (#3-05) for details
- Admission fees are not permitted
- Garbage collection and removal
 - Trash receptacles will be placed around the Amphitheater for the activity or event however, it will be the responsibility of those organizing the activity or event to make sure the area is cleaned at the conclusion

- The Director of the Parks and Recreation Department will consult with the Chief of Police or designee to determine the need for security and/or traffic control based upon the number of people projected to attend the event and/or the nature of the event.
 - The Chief of Police or designee shall make a recommendation regarding the need for security and/or traffic control including but not limited to one or more of the following:
 - Township Police which would be billed the minimum time as per the current Police Collective Bargaining Agreement
 - Private UNARMED certified security officers which must provide a certificate of insurance listing the Township as an additional insured
 - Volunteers for parking, crowd control or other clearly defined and approved responsibilities

Procedures

- All Amphitheater requests must be submitted no less than 2 months prior to the initial request date
- All activities and events must be complete including clean-up and the area evacuated before dark
- All content must be family friendly and appropriate for a public park
- Renter will be responsible for providing the sound system if necessary for the event, however the level of sound must be contained to the Amphitheater only
- A full description of all aspects of the activity or event must be submitted with the request form
- A certificate of insurance for the activity or event must be submitted with the request form with general liability coverage for \$1-2 million and list the Township as an additional insured
- Payment and deposit are required at the time of request, the cost for use of the Amphitheater is identified in the Park Use Policy (#1-01)



Peters Township Parks & Recreation Arrowhead Trail Request Policy

Date of adoption: August 20, 2020

Policy Number: 1-03

Resolution Number: 08-01-20

Statement of Purpose

This policy was established to set parameters for groups to request the Arrowhead Trail for activities or events. The trail is a highly utilized amenity. Said event is NOT allowed to disrupt its regular use.

Introduction

To request the use of the Arrowhead Trail, the criteria contained within this policy must be met.

General Guidelines

Only Non-profit organizations, either located in the Township or that benefit the Township, may request the use of the trail through the Parks and Recreation Board.

Only Non-profit organizations may request to disburse items on the trail. Items should be activity related, having to do with running, walking, cycling and/or roller blading or possibly pet related items. Suggested items include pedometers, water, etc., that the users could actually use and enjoy. Charging for the items will not be permitted. A request for distribution of those items should also come before the Parks and Recreation Board for approval.

The use of the trail for events and the disbursement of items will be kept to a minimum, as to not disrupt the regular use of the trail. The Parks and Recreation Department and Board will monitor how many requests are approved in any given time frame so that we do not allow excessive requests in any given time frame. Not more than one activity or event will be scheduled more than once every four weeks. Each request will be taken on a case-by-case basis based on the stipulations in this policy.

The cost for the use of the Arrowhead Trail is identified in the Park Use Policy (#1-01).

The Trail request must be submitted in writing no less than 2 months prior to the date of request to the Parks and Recreation Director.

A certificate of insurance, with Peters Township listed as an additional insured, is required.

It is the responsibility of the person making the request to ensure that the Arrowhead Trail and all other areas used are left in the condition that it was found.

A security deposit in the form of a check, in the amount of \$250 additional to the rental fee, is required at the time of request. The security deposit will only be deposited and used if needed for maintenance and/or repairs that result from the rental.



Peters Township Parks & Recreation Arrowhead Trail Mobility Policy

Date of adoption: August 20, 2020

Policy Number: 1-04

Resolution Number: 08-01-20

Statement of Purpose

The Department of Justice has instituted new regulations (Title II Regulations (28 CFR 35.151)) in relation to the use of wheelchairs and other power-driven mobility devices (OPDMD) by individuals with disabilities.

Introduction

Wheelchairs as defined by the Department of Justice, whether powered or not, are permitted on the trail for use by individuals with mobility disabilities.

Other power-driven mobility devices may be used on the trail by individuals with mobility disabilities if they meet the following criteria:

- No wider than 32.4"
- Cannot travel faster than 15 miles per hour (mph) under its own power on a level surface

Other power-driven mobility devices powered by internal combustion engines are not permitted and may **not** be used for travel on the Arrowhead Trail.

Policy Summary

Assessment Factors:

Based on the assessment factors outlined by the Department of Justice, the restrictions set forth in this policy are addressed as follows:

- Allowable width – The Trail width varies from 6' to 10' of clear surface. For the safety of all trail users, the OPDMD, operator and the additional load does not exceed 45% of the surface width.
- Speed Restriction – Walkers generally travel between 2 and 5 mph, joggers and runners between 5 and 10 mph, with the design and friction factor of the trail, the average rate of speed for a bicycle should be between 12 – 15 mph. Hazards may already be created by the users by not practicing trail courtesies. The Parks and Recreation Board feels that any speeds higher than already anticipated for the trail would increase the probability as well as the severity of collisions or accidents that might happen.
- Internal Combustion – These engines emit pollutants that have deleterious effects on the health of the individuals. These effects are increased in the cases of individuals who are engaged in moderate to strenuous exercise. In addition such engines, utilizes liquids that can leak onto the trail and create environmental problems. The nature of the devices propelled by internal combustion engines counters the intended trail use.

Any person with a mobility disability may use a state issued credential to prove their impairment. A verbal statement may be made to indicate their disability and cannot be effectively challenged, unless they exhibit behavior which clearly contradicts their statement of disability.



Peters Township Parks & Recreation Alcohol Permit Policy

Date of adoption: August 20, 2020 (revised May 2023)

Policy Number: 1-05

Resolution Number: 08-01-20

Statement of Purpose

Peters Township adopted this policy for the purpose of allowing renters at certain locations the opportunity to purchase an alcohol permit during the time of their rental.

Introduction

Alcohol will only be permitted in designated shelters in Peterswood Park and Rolling Hills Park with a purchased permit **or** during Township Parks and Recreation events (regardless of location) with prior approval of the Parks and Recreation Board. Underage drinking is not permitted at any time. The person to whom the permit is issued is responsible to assure compliance

Facilities designated for alcohol permits

- Peterswood Park Shelter 1
- Peterswood Park Shelter 2
- Peterswood Park Shelter 3
- Peterswood Park Amphitheater
- Rolling Hills Park Shelter A
- Rolling Hills Park Shelter B

Alcohol Permit Procedures

- Alcohol allowed under the alcohol permit is limited to beer and/or wine only
- Alcohol permits are only allowed with a **paid** shelter or amphitheater rental
- The alcohol permit fee will be as identified in the current Code (195-28) Cultural Facilities Fees. At the time of adoption of this policy the fees were \$100 with a shelter rental or \$250 with an amphitheater rental
- Alcohol permits may be purchased at the time of the reservation or added after, but no later than 3 days prior to the shelter or amphitheater rental
- The name on the shelter or amphitheater rental must be the same name on the alcohol permit
- The alcohol permit may only be purchased in person at the Parks and Recreation Department
- The applicant must be 21 years of age or older and must bring a valid photo ID with date of birth for verification at the time of application
- The applicant must be at the shelter during the rental and must have the permit and same photo ID with them

- Once the application is completed by management, the final permit will be issued to the applicant
- Appropriate signage will be placed on the shelter the day of the rental by the Parks and Recreation Department
- The Peters Township Police Department will receive a weekly report to identify rentals with alcohol permits
- Alcohol must remain in the shelter not to exceed a 20 foot radius around the shelter
- No alcohol is permitted in the restrooms or playground areas
- No alcohol sales are permitted

Parks and Recreation Events

- The Parks and Recreation Department would like to allow alcohol at limited events. The request for alcohol will be made to the Parks and Recreation Board in advance for approval

Other than under the above specified circumstances and locations, NO alcohol is permitted in the parks



Peters Township Parks & Recreation Memorial Program Policy

Date of adoption: August 20, 2020

Policy Number: 1-06

Resolution Number: 08-01-20

Statement of Purpose

The Parks and Recreation adopted this policy for the purpose of providing individuals or groups the opportunity to memorialize or honor someone.

Introduction

Through this Memorial program we offer ways to honor and/or memorialize a special person within the Township parks or trails.

General Guidelines

Available memorial types are dependent upon desired location. Spots for each are predetermined and may be limited in availability.

All memorials are standardized and have been selected to provide uniformity within the Township. No other variations are permitted.

Costs listed are based on the cost of the item when this policy was written and intended to provide a general idea. Actual cost will be based on what the suppliers are charging at the time of purchase.

Plaques are sold separately. The plaque may contain name(s) and a brief message, however dates are not be permitted.

The Township will make the purchase and the requestor will pay the Township directly for the memorial.

Regular maintenance and upkeep to the memorial and surrounding area will be the responsibility of the Township.

No decorating, additions or changes may be made to the memorial once installed.

It is the responsibility of the contributor to replace the memorial when in disrepair. If they are not able to be reached or not interested in replacement, the memorial will be removed by the Township and the location will be available to someone else to place a memorial. The removed memorial will be given to the original contributor if they wish.

If there are open existing memorial locations, those will be considered for replacement before a new location will be considered.

Memorial Options



Park and Trail Benches – park benches help to beautify the park and provide a useful amenity that thousands of park users can enjoy and appreciate. See plaque information below.

\$1,298



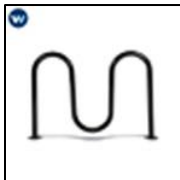
Bike Service Station – will allow cyclists a platform to perform repairs and maintenance while using our facilities.

\$3,100



Boulders – add something to the aesthetics to areas in our parks and along our trails. See plaque information below.

Approximately \$400



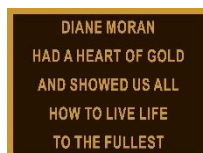
Bike Rack – will help cyclists during their commute throughout the township parks and trails.

\$285



Drinking fountain – will help future park users (and their pets) enjoy their park experience.

\$4,209



Bronze Plaque – all memorials (except the Tree Fund Program) will be partnered with a bronze plaque indicating who the memorial is intended to honor.

\$325 (in addition to the cost of the selected memorial)

Tree Fund Program – offers a unique opportunity for individuals and organizations to have positive and lasting impact on our township. The Township has pledged to match dollar for dollar every donation made to this fund. Monies will be used to purchase trees for planting throughout Peters Township parks and public lands. All contributions will be acknowledged with a certificate of appreciation. Donations are welcome in any amount. Contributions of \$100 or more will be acknowledged on a Tree Donation Plaque that will be permanently displayed in the Municipal Building.



Peters Township Parks & Recreation Flag Pole Policy

Date of Adoption: August 20, 2020

Policy Number: 1-07

Resolution Number: 08-01-20

Statement of Purpose

This policy outlines the procedures to be observed and to ensure proper display and respect of the United States flag(s) and regulate the display of any other flag(s).

Introduction

This policy applies to all Peters Township Parks and Recreation owned parks, fields and facilities sponsored flagpole(s). Display of any flag on a flag pole by any other entity or group for any purpose is prohibited.

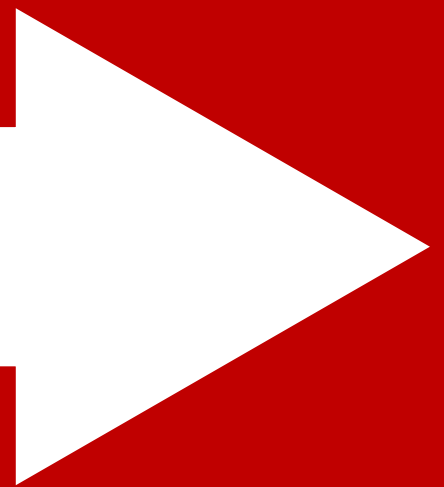
General Guidelines

The Parks and Recreation Department shall display in designated areas on Township owned and maintained flag pole(s) a United States flag and shall be in accord with federal and state law.

No other entity or group will be authorized to fly a flag on Township owned parks and recreation property without prior authorization and must abide by policy regulations, the United States Flag Code (4 U.S.C. §1 *et seq.*) and State Codes.

Flag pole(s) and flag(s) will be kept and maintained by Peters Township staff at locations determined by the Township.

Section 2: Community Recreation Center Policies





Peters Township Parks & Recreation Community Recreation Center Rules and Policies

Date of adoption: August 20, 2020

Policy Number: 2-01

Resolution Number: 08-01-20

Statement of Purpose

This policy identifies the rules and policies for the use of the Community Recreation Center.

Introduction

The Peters Township Community Recreation Center (CRC) provides a positive, family-based environment for the community. All CRC users are expected to conduct themselves in a manner conducive to that environment. All patrons are expected to adhere to the policies and procedures of the CRC. CRC patrons/renters will be held responsible for the actions of their guests. Any behavior in direct conflict with the rules or policies of the CRC will not be tolerated. Violators of the CRC rules and policies may be expelled from the facility immediately. Repeat offenders will have their privileges terminated at once (without reimbursement of any fees or rental charges, if applicable). The rules and policies for the CRC were established and are enforced to ensure that the patrons utilizing the facility have a positive experience. The Peters Township Parks and Recreation staff reserves the right to add, change or delete any rules or policies that will help maintain a safe and enjoyable environment for all participants. Please help us make your visit to the CRC an enjoyable experience by following the established facility rules and policies.

Animals

- Animals are permitted in the CRC when attending a Peters Township sponsored obedience class. Owners are responsible for their animal's behavior.
- No animals are permitted with members or participants other than those trained and certified as service animals. Please refer to the Peters Township Animal Policy for guidelines.

Elevator

- An elevator is available for use by patrons with special needs as well as individuals transporting equipment and supplies.

Equipment Checkout Policy

- All CRC equipment must be checked out from the front desk. Time limit for use is thirty minutes if others are waiting. Please return items that you have borrowed. Membership or drop in fee is required.

Family Washroom/Shower

- The Family washroom is equipped with a diaper changing deck and shower.

Language

- Abusive or foul language is prohibited.

Lockers

- Lockers are for daily and rental use by patrons. Locks left on lockers will be removed at the end of the day and the items will be kept at the registration desk for one week then will be donated to charity. Peters Township is not responsible for lost or stolen items.

Lost and Found

- For lost and found items, please check with the front desk staff. All items turned in will be held for 30 days, after which time items will be donated to a local charitable organization. Peters Township is not responsible for lost or stolen items.

MembershipMembership fees:

Annual Resident		Annual Non-Resident	
Individual	\$10	Individual	\$180
Family	\$20	Family	\$360
Senior	\$ 5	Senior	\$ 90

Daily Drop-In fee:

Resident	\$1	Non-Resident	\$10
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If no Membership card, a form of ID (State issued ID, School ID) will need to be shown along with your drop-in fee.

Smoking, Tobacco, Alcohol and Drugs

- The CRC strictly prohibits smoking, vaping or use of any type of tobacco products.
- Illegal drugs of any nature are not allowed in or around the property.
- Alcohol consumption is prohibited in or around the facility.

Personal Transportation (Bicycles, Skateboards etc.)

- Bicycles, scooters and skateboards are not allowed inside the CRC and should be locked at the designated bicycle rack locations around the exterior of the facility. It is the responsibility of the owner to secure belongings, the Township has no liability for personal property.
- Rollerblades and skateboards may be used in the Skate Park ONLY.

Photographs

- Frequently, the Parks and Recreation Department takes photographs of people enjoying programs, special events, or parks. These photographs are for the Parks and Recreation Department publications, recreation brochures, and/or cable programs. They are used at the Department's discretion.

Informational Posting Policy

- Informational posting is limited to Peters Township departments, sports associations and School District only. All materials posted in the CRC must be approved by the Parks and Recreation Director or Assistant Parks and Recreation Director of the Parks and Recreation Department.
- All items posted without approval will be removed and discarded.
- All approved postings are limited to one (1) per designated Bulletin Board and may not exceed a size of 11" x 17".
- Postings will be removed after two (2) weeks or after the event has occurred.

Rooms and Rentals

- Spaces available for rent include: Classroom, Conference, Multi-Purpose Room, Fitness Room, Community Room, and the Gym.
- The Request Form, all deposits and rental fees (when applicable) must be paid in advance for final approval.

- Any organized group must provide a certificate of insurance, listing Peters Township as an additional insured, before final approval.

Supervision

- Please note that the Community Recreation Center is not staffed to provide individual child supervision. Children 12 and under must be accompanied and directly supervised by a parent or adult guardian at all times unless enrolled in an organized program or event.
If a child is left unattended at the center, a parent or guardian will be called immediately to pick up or stay with the child.

Conflict of Interest Statement

- The Parks and Recreation Department reserves the right to refuse use of the CRC for activities that are in direct conflict with programs, services, and rentals provided by the department. Violators will be asked to suspend such activities immediately. Repeat offenders will be terminated.

Gym Rules

- NO gum is allowed.
- NO food or drink in the gym. WATER ONLY
- Dunking is prohibited and NO hanging on the rims.
- Basketball hoops will stay at 10 ft.
Hoops are adjusted during rentals, programs and designated times ONLY.
- Fighting or arguing is cause for immediate dismissal from the facility.
- Athletic shoes only. Street shoes, boots, etc. are not permitted.
It is recommended if raining or snowing to bring a dry pair of shoes to walk/run.
- NO flying objects (such as Frisbees or remote control devices).
- Organized activities are prohibited except when space is rented for such.
- Personal training is prohibited in the facility.
- Shirts must be worn at all times.
- NO moving or playing on or around bleachers.
- Exits must be kept free of all obstructions at all times.

Track Rules

- Please use caution when passing and notify others by saying: "Passing on your right" or "Passing on your left" so they can move.
- Slower traffic should stay closest to the rail. Two persons per lane maximum.
- Shirts must be worn at all times.
- Athletic shoes only. Street shoes, boots, etc. are not permitted.
It is recommended if raining or snowing to bring a dry pair of shoes to walk/run.
- Children 12 years and under must be accompanied by an adult (who must remain within arm's reach of the child).
This means that the child must either be running on the track or supervised by another adult if they are in the warm-up area. This is for the safety of your child!
- No tossing of any balls or dancing is to be done in the warm-up area. You will be directed to the gym.
- No Food or Drink in the track area.
- For safety reasons, baby strollers are not permitted. They are a safety hazard when passing. You will be instructed to use the gym.
- Personal radios with headphones are welcomed, but no other radios are permitted.
- No animals permitted on the track. Trained individuals with certified service animals will need proof when entering the facility and will be instructed to walk in the gym.

- The track area is strictly for the use of those walking or running on the track. **Spectators are not permitted.**

Open Gym Instructional / Organized Activity Rules

Open gym time is offered throughout the week at scheduled times. You can find Open Gym times posted on the wall between the two main gym doors, and our website. Open gym time is designed for those who have a membership or pay the drop-in fee, all use and/or priority of open gym activity is treated equally. Space may be rented for organized activities when available. Please contact the Community Recreation Center Facility Supervisor for more information. The rules of proper activities during open gym time are as follows:

- **Organized/Instructional Activity**

Definition – A member who is verbally coaching, instructing, **or** using objects such as a whistle, weights, or cones to one or more people is an organized activity. Members are permitted to participate in appropriate activities with a group of people, but cannot involve any coaching or teaching tactics. Parents are permitted to advise their own children.

- No organized/instructional activities permitted during open gym time or in the facility.
- Coaches who are part of the high school, a sports association, or rental must have prior approval.
- To gain prior approval of an organized practice, a Facility Request Form must be submitted, with payment/deposit, if necessary, to the Assistant Parks and Recreation Director for approval.
 - The request form must be filled out at least two days prior to the requested activity. **Simply filling out the request form does not grant approval.**
- When open gym is busy, the CRC staff may change direction of pick-up games or activities to another area of the gym to accommodate other members who would like to participate in open gym.
- Recreation Center Staff may question a member if they feel an activity looks to be organized or instructional.



Peters Township Parks & Recreation Community Recreation Center Caregiver/Aide Policy

Date of adoption: August 20, 2020

Policy Number: 2-02

Resolution Number: 08-01-20

Statement of Purpose

This policy was established to allow caregivers/aides access to the Community Recreation Center with paid members as needed.

Introduction

This policy is for paid members of the Community Recreation Center that may have a disability or medical condition that prevents them from being able to utilize the facility without assistance.

General Guidelines

- Caregiver/aides may or may not be a medical professional, as long as they are providing necessary assistance to the paid Community Recreation Center member
 - Medical professionals should provide credentials, such as an ID badge, upon entering the facility
- Both the member and caregiver must check-in at the front desk
- There will be no charge if the caregiver/aid uses the facility with a paid member
- The caregiver/aide must stay with the member during use of the facility (an example of activity not permitted is the member walking the track while caregiver shoots basketball in the gym)

Special care will be taken to ascertain that caregivers/aides have a reason for providing assistance to the member and the final decision for admittance will be made by the staff.

NOTE: This policy does not cover babysitters or nannies. Normal membership entry rules apply to nannies and babysitters.



Peters Township Parks & Recreation Community Recreation Center Animal Policy

Date of adoption: August 20, 2020

Policy Number: 2-03

Resolution Number: 08-01-20

Statement of Purpose

The Parks and Recreation adopted this policy for the express purpose of informing the public that no animals are permitted inside to utilize the Community Recreation Center other than service animals.

Introduction

No animal(s) permitted to accompany members or participants to utilize the facility other than those trained and certified as service animals. Such proof should be presented when entering the facility.

General Guidelines

According to the ADA service animals must be harnessed, leashed or tethered, unless devices interfere with the service animal's ability to work or the individual's disability prevents using these devices. In those cases the individual must maintain control of the animal through voice, signal or other effective controls.



Peters Township Parks & Recreation Community Recreation Center Collection Box Policy

Date of adoption: August 20, 2020

Policy Number: 2-04

Resolution Number: 08-01-20

Statement of Purpose

To provide guidelines for allowing individuals or groups to place a collection box in the lobby of the Community Recreation Center.

Introduction

This policy outlines the guidelines for placing collection boxes at the Community Recreation Center.

General Guidelines

- A Peters Township group or individual may request to place an item collection box in the lobby of the Community Recreation Center to benefit a charitable organization or cause. No cash collection is permitted.
- Only one collection will be permitted at any given time if space is available and approved by the Assistant Parks and Recreation Director.
- The box must be approved by the Assistant Parks and Recreation Director at least two weeks prior to the box being placed at the facility.
- Once the request is approved, up to two boxes may be placed in the lobby of the Community Recreation Center.
- Boxes can be placed for up to two weeks at a time.
- A contact name and phone number must be provided for the person that will be responsible for the collection box.
- The contact person must check the status of the boxes regularly and collect items when full to provide room for incoming items.
- The Assistant Parks and Recreation Director reserves the right to call and request pick-up at any time.
- The boxes must be picked up promptly at the end of the two weeks.



Peters Township Parks & Recreation Class Make-Up Policy

Date of adoption: August 20, 2020

Policy Number: 2-05

Resolution Number: 08-01-20

Statement of Purpose

To provide guidelines for allowing individuals to make-up classes missed during a given session.

Introduction

Below are the parameters for which a class make-up is permitted.

General Guidelines

- The participant must attend the day and time of the class he/she signed up for that session
- Making up a class is only permitted after a class is missed
- The participant is only permitted to make-up a class during the session it was missed
- The participant will then coordinate with the instructor when to make up the missed class
- Attending a class you did not sign up for is prohibited and you will be asked to leave the class

Section 3: General Parks and Recreation Policies





Peters Township Youth Protection Policy

A. Statement of Purpose

Peters Township Council has adopted this policy for the purpose of protecting youth from incidents of misconduct or inappropriate behavior as well as to protect volunteers and employees from false accusations of child abuse.

B. Introduction

Peters Township desires to protect the youth in our community by providing them a safe and secure environment. Peters Township has a zero-tolerance for incidents of child abuse.

This document provides guidelines and establishes procedures for individuals who are responsible for a child's welfare or has direct contact with children as a result of their involvement with Peters Township. This includes, but is not limited to, employees, board members, volunteers, and contractors involved in youth programming on behalf of Peters Township.

C. Background Checks

To be in compliance with the Commonwealth of Pennsylvania laws and regulations, the following background screenings may be required:

1. Child Abuse History Clearance
2. Criminal History Clearance
3. Federal Bureau of Investigation (FBI) Fingerprinting

Individuals, age 14 and over, receiving financial compensation for their services shall complete all three background screenings including the FBI fingerprint screening.

Individuals ages 18 and over, wishing to volunteer, shall complete and pass the following background screenings:

1. The Pennsylvania State Police Criminal History Check
2. The Pennsylvania Child Abuse History Clearance
3. Volunteers who have lived in the Commonwealth of Pennsylvania for less than 10 years shall have the FBI fingerprint screening

OR

Volunteers who have lived in the Commonwealth of Pennsylvania for 10 or more years the required affidavit (Volunteer Affirmation Form) must be completed.

Required clearances and documents shall be submitted to the Township prior to any routine involvement with children. Clearances and documents shall be resubmitted every three (3) years.

All background checks resulting in a positive finding of child abuse, sexual abuse or molestation, shall result in that individual being permanently banned from working or volunteering for Peters Township or a Township sponsored youth program.

D. Mandated Reporters

Under Pennsylvania state law, all individuals who play an integral role in the delivery of a regularly scheduled children's program, activity, or service, are Mandated Reporters of child abuse. This statute applies to both employees and volunteers.

Mandated Reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse. Mandated reporters shall make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313.

Employees that are Mandated Reporters shall also immediately report suspected child abuse to their Department Head or the Township Manager.

If an employee observes an incident of child abuse at a Township sponsored program or event, the employee shall immediately take the following actions:

1. Contact the Peters Township Police Department and file a report;
2. Contact ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313 and file a report
3. Notify the child's parent or guardian unless the parent or guardian is suspected as being the abuser
4. Notify their Department Head and/or Township Manager.

Details of the obligations of Mandated Reporters are available at <http://keepkidssafe.pa.gov/>

E. Mandated Reporter Training

Prior to the start of employment, all new employees who because of their duties of their job are designated as Mandated Reporters shall complete a Mandated Reporter training course certified by the Pennsylvania Department of Human Services. Upon completion of the course, the prospective employee shall submit a certificate of completion. Employees shall be required to complete the certification course once every five (5) years.

Employees shall also certify that they have received, read, and comprehend this Youth Protection Policy.

Volunteers shall certify that they have received, read, and comprehend this Youth Protection Policy as well as information provided by the Township as to their obligation as a Mandated Reporter.

F. Supervision

Supervision of youth, programs, facilities and individuals are designed to protect youth and staff at all times. Mandated procedures and practices to ensure a safe and caring environment include:

- a. Two-deep adult leadership shall be maintained at all times. A minimum of two adults shall be present at all times. In addition to an employee or program volunteer, one adult may be a parent of a participant or another adult program participant.
- b. Adult employees or volunteers shall never be alone with an individual youth where they are not observable by others.

- c. Program and departmental supervisors shall endeavor to make unannounced visits to youth programs to ensure strict adherence to this policy.
- d. Classroom doors should remain open unless there is a window in the door or a side window. Doors should never be locked while persons are inside the room. All storage, maintenance and utility doors shall be secured when not in use.
- e. Individuals shall utilize constructive methods for maintaining group control and managing youth behavior. Discipline should be constructive. Corporal punishment is never permitted. Disciplinary activities involving isolation, humiliation, or ridicule are prohibited.
- f. All adults shall respect the privacy of youth in situations such as changing clothes and taking showers. Adults shall protect their own privacy in similar situations.

G. Communication

- a. There should be no one-on-one online or digital activities (games, social media, etc.) or electronic communications. Leaders should include or copy a parent or another adult program leader in all online communications, ensuring no one-on-one contact exists in text, social media, or other forms of online or digital communication. All communication (emails, social media, texting, etc.) with youth under the age of 18 shall be done in group communication.
- b. Adult employees and volunteers are not permitted to “friend” or “follow” any participant under the age of 18 using their personal social media accounts.
- c. While it is preferable to contact parents by phone, phone calls to youth are permitted to convey program or work-related information.

By signing below, I acknowledge that I have received, read, and agree to abide by the Peters Township Youth Protection Policy.

Signature: _____

Name: _____

Date: ____/____/____



MANDATED REPORTERS

F R E Q U E N T L Y A S K E D Q U E S T I O N S

What is the Child Protective Services Law (CPSL)?

The PA Child Protective Services Law (CPSL) was signed into law in 1975. It was enacted to protect children from abuse, allow the opportunity for healthy growth and development, and, whenever possible, preserve and stabilize the family.

What is child abuse?

Child abuse, according to the CPSL, means to intentionally, knowingly or recklessly do any of the following:

- Cause bodily injury to a child through any recent act or failure to act;
- Fabricate, feign, or intentionally exaggerate or induce a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act;
- Cause or substantially contribute to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act;
- Cause sexual abuse or exploitation of a child through any act or failure to act;

- Create a reasonable likelihood of bodily injury to a child through any recent act or failure to act;
- Create a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act;
- Cause serious physical neglect of a child;
- Cause the death of the child through any act or failure to act; or
- Engage a child in a severe form of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).

Child abuse also includes certain acts in which the act itself constitutes abuse without any resulting injury or condition. These recent acts include any of the following:

- Kicking, biting, throwing, burning, stabbing, or cutting a child in a manner that endangers the child;
- Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the

restraint or confinement;

- Forcefully shaking a child under one year of age;
- Forcefully slapping or otherwise striking a child under one year of age;
- Interfering with the breathing of a child;
- Causing a child to be present during the operation of a methamphetamine laboratory, provided that the violation is being investigated by law enforcement; and/or
- Leaving a child unsupervised with an individual, other than the child's parent, who the parent knows or reasonably should have known was required to register as a Tier II or III sexual offender or has been determined to be a sexually violent predator or violent delinquent.

As pertaining to the CPSL, "recent" is defined as an abusive act within two years from the date the report is made to ChildLine. Sexual abuse, serious mental injury, serious physical neglect, and deaths have no time limit.

Who can be a perpetrator?

A perpetrator of child abuse can be a:

- Child's parent;
- Spouse or former spouse of the parent;
- Paramour or former paramour of the parent;
- Person 14 years of age or older responsible for the welfare of a child or having direct contact with children as an employee of child care services, a school, or through a program, activity or service, such as a baby sitter or day care staff person;
- Person 14 years of age or older residing in the same home as the child;
- Relative who is 18 years of age or older who does not reside in the same home as the child, but is related within the third degree of consanguinity or affinity by birth or adoption to the child; or
- An individual 18 years of age or older who engages a child in severe forms of trafficking in persons or sex trafficking, as those terms are defined under section 103 of the Trafficking Victims Protection Act of 2000 (114 Stat. 1466, 22 U.S.C. § 7102).

A perpetrator of child abuse for failure to act can be a:

- Child's parent;
- Spouse or former spouse of the parent;

- Paramour or former paramour of the parent; or
- Person 18 years of age or older who is responsible for the child's welfare or who resides in the same home as the child.

Mandated reporters do not have to determine whether or not the person meets the definition of perpetrator in order to make the report.

Who is a mandated reporter?

The following adults are considered mandated reporters and are required to report suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse:

- Individuals licensed or certified to practice in any health-related field under the jurisdiction of the Department of State
- Medical examiner, coroner, or funeral director
- Employees of a health care facility or providers licensed by the Department of Health who are engaged in the admission, examination, care, or treatment of individuals.
- School employees
- Employees of child care services who have direct contact with children in the course of employment.
- Clergymen, priests, rabbis, ministers, Christian Science practitioners, religious healers, or spiritual leaders of any regularly established church

or other religious organization.

- Individuals — paid or unpaid — who, on the basis of the individuals' role as an integral part of a regularly scheduled program, activity, or service, are responsible for the child's welfare or has direct contact with children
- Employees of a social services agency who has direct contact with children in the course of employment
- Peace officers or law enforcement officials
- Emergency medical services providers certified by the Department of Health
- Employees of a public library who have direct contact with children in the course of employment
- Individuals supervised or managed by a person listed above, who have direct contact with children in the course of employment
- Independent contractors who has direct contact with children
- Attorneys affiliated with an agency, institution, organization or other entity, including a school or regularly established religious organization that are responsible for the care, supervision, guidance, or control of children
- Foster parents
- Adult family members who are responsible for the child's welfare and provide services to a child in a

family living home, community home for individuals with an intellectual disability or host home for children which are subject to supervision or licensure by the department under Articles IX and X of the Human Services Code.

When must mandated reporters make a report?

Mandated reporters are required to make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances:

- They come into contact with the child in the course of employment, occupation, and practice of a profession or through a regularly scheduled program, activity or service;
- They are directly responsible for the care, supervision, guidance, or training of the child, or are affiliated with an agency, institution, organization, school, regularly established church, or religious organization or other entity that is directly responsible for the care, supervision, guidance, or training of the child;
- A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse; or
- An individual 14 years of age or older

makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

It is not required that the child come before the mandated reporter in order to make a report of suspected child abuse nor are they required to identify the person responsible for the child abuse to make a report of suspected child abuse.

What if a mandated reporter has general concerns about a child, but does not suspect abuse?

Concerns related to the safety of children including, but not limited to inadequate housing, clothing, and supervision, can be referred to ChildLine or the county children and youth agency for assessment as general protective services cases.

How do mandated reporters report suspected child abuse?

Mandated reporters must make an immediate and direct report of suspected child abuse to ChildLine either electronically at www.compass.state.pa.us/cwis or by calling 1-800-932-0313.

Does anyone within my institution, school, facility, or agency need to be notified after a report is made?

After making the report to ChildLine, mandated reporters are required to immediately thereafter notify the person

in charge of the institution, school, facility, or agency or the designated agent of the person in charge.

What else must be done after making a report to ChildLine?

If an oral report was made to ChildLine, a report of suspected child abuse (CY 47) must also be completed and forwarded to the county children and youth agency within 48 hours after making the report. This form can be obtained at www.KeepKidsSafe.pa.gov or from the children and youth agency. If a report is made electronically, no CY-47 is required to be completed.

Does a mandated reporter have to know for sure that the child was abused?

A mandated reporter is responsible to make the report when they suspect a child is a victim of abuse.

Are mandated reporters required to report when they learn of the abuse from someone other than the child who was allegedly abused?

Nothing requires a child to come before the mandated reporter in order to make a report.

Does a mandated reporter have to give their name?

The law requires that the mandated

reporter identify themselves and where they can be reached. This information is helpful so that if clarification on the situation or additional information is needed, the Children & Youth caseworker can contact the reporter.

Will the name of the mandated reporter be released?

The identity of the person making the report is kept confidential with the exception of being released to the law enforcement officials or the district attorney’s office.

What if a mandated reporter fails to follow the law?

The penalties for a mandated reporter who willfully fails to report child abuse range from a misdemeanor of the second degree to a felony of the second degree.

Will a mandated reporter have to testify in court?

Mandated reporters may be required to testify in civil or criminal court cases, including juvenile or criminal court proceedings.

What happens after a report is made?

- ChildLine forwards the report of suspected child abuse to the local county Children & Youth agency, which investigates the report to determine if the allegations can be

substantiated as child abuse/neglect. The necessary services are also arranged for or provided to prevent the further maltreatment of the child and to preserve the family unit.

- The county Children & Youth agency must begin an investigation within 24 hours. A thorough inquiry is conducted to determine if the child was abused and what services are appropriate for the child and family. This investigation must be completed within 30 days unless the agency provides justification as to why the investigation cannot be completed, including attempts being made to obtain medical records or interview subjects of the report.
- If the alleged perpetrator named in the report does not meet the definition of perpetrator under the CPSL, but does suggest the need for investigation, ChildLine will forward the information to the district attorney’s office in the respective county.

How does a mandated reporter learn what happened on the report they have made and what the agency is doing to protect the child from further abuse?

Mandated reporters will receive information from the department regarding the final status of the report — whether it was unfounded, indicated or founded, as well as the services planned or provided to protect the child.

What will be done for the child?

Pennsylvania is committed to advancing child-protection policies and practices that, when possible, keep children safely in their own homes connected to nurturing and protective adults. Under Pennsylvania law, it is the responsibility of the county Children & Youth agency to investigate reports of child abuse and neglect or assess a family for General Protective Services. County Children & Youth agencies, in partnership with families and community-based agencies, strive to provide services to prevent any further abuse of the child and to ensure the child’s well-being and healthy development.

The county agency and its partners work to strengthen the child’s family toward breaking the cycle of abuse and to preserve the family, whenever possible. Should the child be found to be in danger of continued harm, the county agency may petition the court to have the child removed from the home and ongoing court monitoring to determine if the child can safely be reunited with his/her family.



Peters Township Parks & Recreation Background Check Policy

Date of adoption: August 20, 2020

Policy Number: 3-01

Resolution Number: 08-01-20

Statement of Purpose

Background checks are intended for all Peters Township children to have a safe and positive experience in Peters Township sponsored or co-sponsored youth athletic associations or groups, programs or events.

No screening process can offer absolute assurances; yet, knowing a volunteer's background can provide more certainty that people with a history of inappropriate behavior will not have access to children.

Introduction

Peters Township sponsored or co-sponsored youth athletic associations or groups using Township-owned or approved recreation facilities for functions participated in by children that have coaches, assistant coaches, employees, individuals receiving compensation for their services or volunteers actively involved and/or having direct contact with the children on a routine basis or similar positions including all board members must comply with the State required background screenings. The association or group utilizing these volunteers or individuals receiving compensation for their services that interact with children on a routine basis must retain copies (either electronic or paper) of the required clearances. All positions within an association or group are to be included in its by-laws.

All individuals volunteering ages 18 and over will be required to obtain appropriate clearances. No one under the age of 18 will be permitted to volunteer or coach without an approved adult present. All individuals receiving compensation ages 14 and over will be required to obtain appropriate clearances.

REQUIRED BACKGROUND SCREENING

To be in compliance with the State of Pennsylvania the following background screenings are required:

- The Pennsylvania State Police Criminal History Check
- The Pennsylvania Child Abuse History Clearance
- If the individual is receiving compensation or a volunteer that has lived in the state of Pennsylvania **less** than 10 years they **MUST** also have the FBI finger print screening

OR

If an individual wishing to volunteer has lived in the State of Pennsylvania for 10 or **more** years the required affidavit must be completed

Individuals, ages 18 and over wishing to volunteer must complete and pass the background screenings (depending on the length of residency in the State of Pennsylvania).

Individuals, age 14 and over receiving financial compensation for their services must complete all three background screenings including the FBI finger print screening.

Individuals **must** submit the required clearances and documents to the sports association or group prior to any routine involvement in any capacity.

The process may take some time, so sports associations and the individual wishing to work/volunteer must plan appropriately.

BACKGROUND SCREENING PROCESS

Pennsylvania State Police Criminal History Check

1. A request may be submitted online or by mailing a completed form SP4-164. If you submit the request by mail, be advised it may take four or more weeks to receive a response. In either case, begin at the website <http://www.psp.state.pa.us>
2. Under "PSP Services." (Left bottom of the page). Select "Request a Criminal History Record."
3. If submitting an online request, select "Pennsylvania Access to Criminal History (PATCH) WebSite". If submitting a request by mail, select "Download the Criminal History Request Form SP4-164" and follow the instructions.
4. Under "Credit Card Users ", select "Submit a New Record Check". Read and accept the Terms and Conditions.
5. Complete the personal information section. Select "Employment Screening" as the Reason for Request. If asked, do not select "Access & Review."
6. Complete the Record Check Request Form with your information. Include as many details as possible. List your maiden name or any aliases in the bottom section. Select "Enter this Request" On the next screen, select "Finished".
7. Select "Submit".
8. You will need to enter credit card information for the applicable fee.
9. If you submit the request online, you may receive a "No record" response. **Click on the wording (hyperlink) "Certification Form" to print the response, it will have the PA State seal.**
10. If you receive a "Request for Review" response online, this means only that the record is manually reviewed. If you receive such a response, you will have to check the website periodically for an updated status of your request. Please print out this page as proof you have requested this clearance.
11. Finally, if a "Record" response is made you will receive that information by mail. Please print out this page as proof you have requested this clearance.
12. You will need to submit to the governing body of the group that you plan to volunteer or work for, the original response or proof you have requested this clearance, including any additional pages mailed to you, on or before your first day.

Pennsylvania Child Abuse History Clearance

1. The Department of Public Welfare has established a web-based computer application called the Child Welfare Portal which allows an individual to apply for their PA Child Abuse Background Clearance online.
2. Before you start, you should have the following information readily available to help you complete your application:
 - a. Addresses where you have previously lived since 1975. If you cannot remember exact addresses, please enter as much information as you can.
 - b. Names of all individuals with whom you have lived with to include parents, guardians, siblings, spouses, etc. everyone with whom you have ever lived since 1975 or anyone with whom you are currently living. This includes, but is not limited to, your parents, guardians, spouses and/or siblings.
 - c. Any previous names you have used or have been known by.
 - d. Credit/Debit Card information for fee.
3. Begin the online application process at the following secure website: <https://www.compass.state.pa.us/cwis/public/home>
4. Click "Create a New Account" to access the Child Welfare Portal.
5. Read the general information and click "Next" to create a Keystone ID.

6. Enter in requested information including email address and create security questions. Then click finish. NOTE: You will need to immediately access your email for temporary password.
7. You will receive this message on the screen: *"You have successfully created a Keystone ID and a temporary password has been e-mailed to you...."* You will receive two emails: the first contains your Keystone ID, the second your temporary password. Click "Close Window."
8. If you are not immediately taken to the login page, return to <https://www.compass.state.pa.us/cwis/Public/home>, click "Login," then "Access My Clearances," scroll to the bottom of the page and click "Continue." On the Keystone Key login page, enter your username (Keystone ID) and temporary password you retrieved via email.
9. You will be taken to login screen to reset your password. Create a NEW password and click "Submit".
10. Click "Close Window". You will be taken back to login screen. Enter in your username and NEW password you just created.
11. Read *"My Child Welfare Account Terms and Conditions"*. Then "Click" the statement acknowledging *"I have read, fully understand and agree to the My Child Welfare Account Terms and Conditions"*. Then click "Next".
12. Scroll to bottom of page and click "Continue".
13. Then click *"Create Clearance Application"*. Scroll to the bottom of the next page and click *"Begin."*
14. Under *"Application Purpose"* select *"School Employment"*. Then click "Next".
15. Continue through the online application pages and provide the requested information.
16. Once you have completed the online application, review the *"Application Summary"*. If your information is not correct or needs to be updated, please click the edit button in the heading of the section and modify it as necessary.
17. Click "Next" for your eSignature.
18. To complete your application please eSign by checking the acknowledgement and entering your first and last name as it appears on the *"Application Information"* screen.
19. Proceed to the *"Application Payment"* screen.
20. Select "No" to the question *"Did an organization provide a payment code for your application?"*.
21. Click *"Make a Payment"* button at the bottom. You will be navigated to a secured external site to submit your payment. Once your payment is received, your application will be submitted and you will be directed to the Payment Completed page. Click *"Finalize and Submit Application."*
22. Your clearance certificate may be available immediately. If not you MUST print the Submission Confirmation page as receipt to show you have requested a clearance.
23. You will need to submit to the governing body of the group that you plan to volunteer or work for, the original response or proof you have requested this clearance, including any additional pages mailed to you, on or before your first day.

FBI Criminal History Background Check (Fingerprinting)

1. If the coach is being paid for their services or has not lived in the state for 10 years or more and will not be compensated for services follow the link below:
2. Link: <http://keepkidssafe.pa.gov/resources/clearances/index.htm>
3. Under "Get a Clearance"
 - a. Select FBI Criminal History Background Check
4. Under Fingerprinting Process
 - a. Call for appointment- 844-321-2101 listen to options menu
 - b. Online appointment go to: [www. www.identogo.com](http://www.identogo.com)

5. If you choose to make an online appointment, follow instructions below
6. Go to www.identogo.com
 - a. Scroll down to and click on “Digital Fingerprint”
 - b. Select State and click go
 - c. Select “Digital Fingerprint”
 - d. Enter correct “Service Code” below and click go
7. Service Codes:
8. The service code for the **volunteers** is: **1KG6ZJ**
9. The service code for the **employees** is: **1KG756**
10. Once you enter the “Service Code” you will continue onto the application part. You will need to fill out everything that has a red asterisk by it.
11. At the end of the application you will need to select a fingerprinting site to go to. They will have a list of them for you with addresses and phone numbers. I recommend making an appointment if you can. It will save you waiting time if there is a line.
12. For payment- you will pay at the site after your fingerprinting is complete.
13. For more information on what identification you need to bring, payment process, and questions go to: <http://keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>
14. It is my understanding that the period of 10 – 14 days before receiving your results in the mail.
15. You can also register for fingerprinting/reschedule your appointment over the phone at (844)321-2101.

LENGTH OF APPROVAL

The individual will be approved for a three-year period based on the approval date of the clearance. The approval may be terminated for rule violations, open charges or reasons that the sports association, group or Parks and Recreation Board deem unacceptable. If a volunteer or employee is arrested or an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer or employee must provide the administrator or their designee with written notice no later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.

DISQUALIFICATION

An individual shall **not** be permitted to work or volunteer in the event that their criminal background screening results reveal any prior convictions (whether by verdict or plea) for crimes or offenses which negatively impact the health, safety and welfare of children. Such offenses shall include, but are not be limited to:

As Defined by the State of Pennsylvania

The person is “named in the statewide database maintained by the Department of Human Services (formerly Department of Public Welfare) as the perpetrator of a founded child abuse report committed within the five-year period immediately preceding verification.

The applicant has been convicted of “one or more of the following offenses under Title 18 (relating to crimes and offenses) or an equivalent crime under Federal law or the law of another state”:

- Chapter 25 (relating to criminal homicide).
- Section 2702 (relating to aggravated assault).
- Section 2709.1 (relating to stalking).
- Section 2901 (relating to kidnapping).
- Section 2902 (relating to unlawful restraint).
- Section 3121 (relating to rape).
- Section 3122.1 (relating to statutory sexual assault).
- Section 3123 (relating to involuntary deviate sexual intercourse).
- Section 3124.1 (relating to sexual assault).
- Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).
 Section 3127 (relating to indecent exposure).
 Section 4302 (relating to incest).
 Section 4303 (relating to concealing death of child).
 Section 4304 (relating to endangering welfare of children).
 Section 4305 (relating to dealing in infant children).
 A felony offense under section 5902(b) (relating to prostitution and related offenses).
 Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
 Section 6301 (relating to corruption of minors).
 Section 6312 (relating to sexual abuse of children).
 The attempt, solicitation or conspiracy to commit any of the offenses set forth in this paragraph.

As Defined by Peters Township

The applicant has been convicted of a felony offense under the act of April 14, 1972 (P.L.233, No.64), known as The Controlled Substance, Drug, Device and Cosmetic Act, committed within the five-year period immediately preceding verification.

- A. FELONY (Sex Offenses)** all sex offenses regardless of the amount of time since offense, including without limitation:
- Child molestation
 - Child pornography
 - Possession or dissemination of pornography
 - Rape
 - Sexual assault
 - Sexual battery
 - Sodomy
 - Prostitution
 - Solicitation
 - Indecent exposure
- B. FELONY (Violence)** – All felony violence regardless of the amount of time since offense, including without limitation:
- Murder, homicide, manslaughter
 - Domestic violence
 - Aggravated assault
 - Kidnapping
 - Robbery
 - Aggravated burglary
- C. FELONY (Involving Child)** All felony offenses involving a child regardless of the amount of time since offense, including without limitation:
- Child abuse
 - Child neglect
 - kidnapping
 - Contributing to the delinquency of a minor
 - Internet luring of a child
 - Child trafficking
 - Employing a child to commit a crime
 - Endangering the welfare of a child
 - Selling firearms or other weapons to a child
 - Lewdness or obscenity toward a child

- D. FELONY (Other)** – All felony offenses other than already listed within past 10 years
- E. MISDEMEANORS (Violence, Drug and Alcohol, other)** – All Misdemeanor offenses within the past 7 years including without limitation:
- Simple assault
 - Battery
 - Domestic violence
 - DUI or DWAI
 - Simple drug possession
 - Drunk and disorderly
 - Public intoxication
 - Possession of drug paraphernalia

The list of crimes and violations as defined by Peters Township contained in this section is for illustrative purposes only and shall not be construed as a limitation on those criminal activities or violations that would be grounds to disqualify a person from assisting with youth-related activities sponsored by or using Township-owned or approved recreational facilities.

OTHER DISQUALIFYING FACTORS

Pending Charges – If an individual has criminal charges of any nature pending he/she shall be prohibited from coaching or volunteering until the active case is brought to final resolution or until the charges are dropped.

Subsequent Charges – Should an approved individual subsequently have any criminal charges brought against him/her during their term of approval they will be required to disclose the nature of the charges to the appropriate association or group and voluntarily terminate their duties until a determination is made by that association or group regarding the effect of the pending charges on the coach/ volunteer functions within the program. If a volunteer or contractor is arrested or an offense that would constitute grounds for denying participation in a program, activity or service, or is named as a perpetrator in a founded or indicated report, the volunteer or contractor must provide the administrator or their designee with written notice no later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database.

Failure to consent to the clearance process – Failure to consent to the required background screening procedures shall automatically disqualify an individual from working or otherwise volunteering.

APPEALS

There will be **NO** appeals in regards to the state disqualifiers.

Child Abuse History – No appeals will be permitted for offenses including child abuse history.

Criminal Background Check – In the case that a sports association or group denies an individual the opportunity to work or volunteer based on Township only disqualifiers from his/her background check they may ask for an appeal with the Peters Township Manager. The Manager will make a recommendation to the sports association or group regarding any Criminal Background Checks that come back with an offense history. The Peters Township Manager shall determine whether or not an individual's prior criminal history will prevent him or her from being involved with a children's group or association sponsored by the Township's Park and Recreation Department. In making such determination, the Manager shall determine whether there has been an act or violation that impacts the health, safety and welfare of children, including, but not limited to, those Township disqualifiers listed above. The Township Manager will notify an individual of his recommendation to the sports association or group. The Township Manager will offer the individual an opportunity to explain if he/she feels there is any reason

he/she should be considered for approval (i.e. rehabilitation) and provide clear and convincing evidence. Individuals who have been denied approval have the right to appeal.

If the individual wishes to appeal the Township Manager's decision he/she must request to address the Parks and Recreation Board. The individual will need to contact the Parks and Recreation Director in order to request to be put on a meeting agenda and provide the explanation along with clear and convincing evidence why he/she feels that he/she should be considered for approval.

The individual's personal information (i.e. name, address, phone number, etc.) will not be included in any documentation that can or will be made public (i.e. letters, emails, faxes, etc.). The Parks and Recreation Director will inform the individual the time, date and location of the meeting and brief him/her to provide in advance or bring documentation to the meeting proving rehabilitation, counseling or any other clear and convincing evidence that they would like to present as to why the Board should decide to recommend the decision for non-approval be changed. The Board may request that the Township Manger attend the meeting.

The Board will be given documentation (minus personal information) of the individual's record that led to non-approval and any advanced documentation that the individual may have provided. The Board may recess into executive session during the meeting to discuss the issue (no decisions may be made during executive session). The Board may request that individual be a part of some or all the executive session. The Board will then make a decision once they reconvene from executive session into the public forum.

Decisions may include:

- Recommend the decision for non-approval be changed
- Uphold the decision for non-approval
- Request more information and forward to a future meeting agenda

There is no appeal beyond this measure. Denial for Child Abuse History Clearances and State disqualifiers cannot be appealed.

CONFIDENTIALITY

Even though adult criminal records are public information, information received during the background process will only be shared on a "need to know" basis.

COST OF BACKGROUND CHECK

The fees are the responsibility of the individual unless the affiliated sports association wishes to cover such costs.

DISCIPLINARY MEASURES

Youth athletic associations that knowingly violate Peters Township's policies or this background check program are subject to disciplinary measures that may include, but are not limited to:

- Restrictions on facility and/or field usage
- Suspension of coaches and/or officers
- Township fines as defined by ordinance

Audits

Each sports association will be required to submit to the Parks and Recreation Director prior to the start of the season a list of volunteers, individuals receiving compensation for their services or employees with the background screening approved dates. The Township reserves the right to audit the associations or groups at any time to check for compliance. All forms for employees, contractors and volunteers must be valid and on file for review at any given time.

The Parks and Recreation Department has a zero tolerance for bending of the rules for any reason.

ARTICLE III
Background Checks for Coaches and Volunteers
[Added 5-29-2012 by Ord. No. 751]

§ 299-18. Background screening requirement.

All coaches, assistant coaches, referees and volunteers actively involved or interacting with children in Township-sponsored or cosponsored youth athletic associations shall obtain, complete and pass a criminal background screening through SSCI National Background Screening Program or other program as deemed appropriate from time to time by the Peters Township Parks and Recreation Department.

§ 299-19. Age requirements.

This requirement shall be imposed upon all individuals 18 years of age and over, and no one under the age of 18 shall be permitted to coach a team without oversight by an approved adult.

§ 299-20. Violations and penalties.

Failure to obtain the appropriate clearances or removal of the individual as a coach as required by Peters Township within 10 business days of notice of noncompliance to the individual and the association with which he/she is related shall be a violation of this article. Upon determination that a violation has occurred, the association shall be fined the sum of \$500 and the individual deemed in violation of the Township's clearance requirements shall be ineligible to participate in the sponsored youth athletic association activities until such time compliance is made.



Peters Township Parks & Recreation Facility Rental Residency Policy

Date of adoption: August 20, 2020

Policy Number: 3-02

Resolution Number: 08-01-20

Statement of Purpose

This policy was established by the Parks and Recreation Board to identify what constitutes a resident group.

Introduction

A group must meet our criteria before they will be eligible for the resident rate for rentals.

General Guidelines

A resident shall be anyone living in Peters or owning property in Peters Township. For clarification of resident vs. non-resident see the Non-Resident Policy (#4-03)

Organized groups requesting Parks and Recreation Facilities for activities, events or sports related activities, (excluding private parties) must have a minimum of 60% resident participation in order to be eligible for the resident rental rate. For groups with less than 60% resident participation non-resident rental rates will apply. Groups must provide a roster of participants and proof of residency prior to request approval (Examples of proof; student ID, driver's license, utility bill, etc.). Once the required information is received, approval of the request will be determined based on facility availability.



Peters Township Parks & Recreation Facility Rental Cancellation Policy

Date of adoption: August 20, 2020

Policy Number: 3-03

Resolution Number: 08-01-20

Statement of Purpose

This policy was created to prevent individual or groups from renting multiple facilities for the same activity or event with the purpose of determining the weather and cancelling one of the facilities at the last minute, therefore preventing the department the ability to rent the facility cancelled.

Introduction

The rental of multiple facilities is permitted but must comply with the General Guidelines.

General Guidelines

- All rentals for the same purpose must be made by one individual
- If a rental is made for the use of more than one room and/or shelter it will be considered one rental
- If the party wishes to cancel, it must be cancelled in whole (all shelters/rooms) Partial cancellations will not be permitted
- Cancellations must be made no less than 14 days in advance and no part of the cancellation may be subsequently rented by the individual or anyone associated with the rental until after the original rental date, unless it the facility has not been rented 2 days or less prior to the date of the event
- Cancellations made at least 14 days in advance will receive a full refund, minus a \$5 processing fee
- Cancellations made less than 14 days in advance will not receive a refund



Peters Township Parks & Recreation Fundraising for Benefit Policy

Date of adoption: August 20, 2020

Policy Number: 3-04

Resolution Number: 08-01-20

Statement of Purpose

To provide guidelines for fundraising activities that benefit an organization or cause, sponsored by a business, organized group or individual which utilize Peters Township Parks and Recreation facilities, parks (including the Arrowhead Trail) and/or fields.

Introduction

The purpose of any fundraising activity should have a worthwhile reason for collecting funds benefiting an organization or cause located within Peters Township, serving either Peters Township or our region. The event should include the use of donations, sponsorships, etc. whenever possible instead of additional fees. The event should try to present an outreach potential. The event should make every effort to include all age groups.

General Guidelines:

- The event must benefit a charitable cause located within Peters Township, serving either the Township or our region.
- The Township will not allow the use of its name or facilities to be used to solicit funds or goods.
- Individuals or organizations conducting a benefit event using a for-profit organization or person to assist in conducting the event will be required to pay the for-profit rate for the rental of a facility. The for-profit organization or person may be reimbursed for their services (i.e., a guest speaker). However, the for-profit organization or person may not receive a pro rata share, per person attendee fees or other distributions from the proceeds of the fundraising event. In addition, the for-profit organization or person will not be allowed to sell, advertise, or take orders for any merchandise or subsequent service.
- The use of collected funds and methods used to raise those funds must be approved by Peters Township before any action is taken pertaining to the event.
- When applicable, a fund-raising event should encourage the use of creative skills and gifts of the people so that their participation enables them to become involved in the group in which they are working to benefit.
- If the fund-raiser event should include a game of chance all proceeds need to be included in the benefit contribution. All games of chance require a game of chance permit as required by Washington County and submitted prior to final approval.
- The duration of a fund-raising event must be established ahead of time and will be considered as a one-time event only. If the event is held again at a later date, it must be approved again.
- We only permit events on the Arrowhead Trail with no less than 4 weeks between. See Arrowhead Trail Request Policy.

- Prioritization of requests will be in the following order; 1) all Peters Township activities 2) sports associations 3) School District and its groups 4) all other requests which will be considered on a first come first serve basis.

Procedures:

- Any individual or organization interested in sponsoring an event will prepare, in writing, a Request Form including a full description of all aspects to be included in the fundraising event. The Request Form, written description and certificate of insurance must be submitted to the Parks and Recreation Director at least two months prior to the date of the event for approvals. The fundraiser must be approved before any publicity can be done.
- The Parks and Recreation Board will review the request and submit a recommendation to Council for a final determination.
- All Fundraising requests are subject to all fees as established in the Township Parks and Recreation Fee Schedule as identified in the Cultural Facilities Fees Code (195-28).
- A certificate of insurance for the activity or event must be submitted with the request form with general liability for \$1 million each occurrence, \$2 million aggregate and list the Township as an additional insured.
- Alcohol will be allowed by permit only in established areas. See the Alcohol Permit Policy (#1-05) for details.
- All request are subject to all Parks and Recreation and Township policies, rules and regulations.
- The Director of the Parks and Recreation Department will consult with the Chief of Police or designee to determine the need for security and/or traffic control based upon the number of people projected to attend the event and/or the nature of the event.
 - The Chief of Police or designee shall make a recommendation regarding the need for security and/or traffic control including but not limited to one or more of the following:
 - Township Police, which would be billed to the renter for the minimum time as per the current Police Collective Bargaining Agreement.
 - Private UNARMED certified security officers which must provide a certificate of insurance listing the Township as an additional insured.
 - Volunteers for parking, crowd control or other clearly defined and approved responsibilities



Peters Township Parks & Recreation Sunday Scheduling Policy

Date of adoption: August 20, 2020

Policy Number: 3-05

Resolution Number: 08-01-20

Statement of Purpose

This policy was established with the intent to provide some unscheduled time from organized activity.

Introduction

It is the policy of Peters Township not to regularly schedule recreational activities prior to noon on Sunday Mornings. Recreational activities shall include but not be limited to athletic events, recreation programs, indoor or outdoor.

General Guidelines

The Township, at its discretion can vary from this policy in certain situations, so as not to place a burden on recreational activities. Specifically, events and activities may be scheduled prior to noon if:

- They are needed due to delays caused by unusual weather
- Completion of a tournament or multiple day event that was unable to be completed at no fault of the organization
- An isolated activity due to the facilities not being available or are inadequate on a specific day
- If insufficient or inadequate field space is available to permit games to be completed within the Sunday time restriction, the Parks and Recreation Board may permit the minimum modification on a season by season basis

In such events, it will be the discretion of the Parks and Recreation Director to determine if special circumstances warrant a program be scheduled prior to noon on Sundays; this will not be done on a frequent or regular basis. If the director denies a request, the Parks and Recreation Board will have the authority to make a final determination, subject to the guidelines listed above.

It is also recognized that many scheduled activities include non-township managed facilities. This Township policy does not intend to apply any control over the scheduling of those facilities, but only the activities of its sponsored organizations.



Peters Township Parks & Recreation Inclement Weather Policy

Date of adoption: August 20, 2020

Policy Number: 3-06

Resolution Number: 08-01-20

Statement of Purpose

The Parks and Recreation Department adopted this policy for the purpose of protecting our participants and community members when the weather poses a threat to safety.

Introduction

The safety of the patrons and staff are of utmost importance. We encourage you to call the Parks and Recreation Department at (724) 942-5000 before you leave your home to make sure your program or class has not been canceled. Information on cancelled classes or Community Recreation Center closing notice can be accessed on www.peterstownship.com or on Facebook "Peters Township Parks and Recreation" page. If you have any doubt about safe travel to the Community Recreation Center or a Parks and Recreation Program, please stay home. Your safety is important to us.

If Schools are closed and local government is closed

The Community Recreation Center and all Parks and Recreation programs, classes and rentals are cancelled

If Schools are closed and local government is open (either on time or with a delayed opening)

- The status of the Community Recreation Center as well as classes and programs will be determined based on weather conditions and the status of snow removal.
- All sports activities; leagues and instructional programs in the School District facilities are cancelled.
- The Community Recreation Center will open (for rentals and drop-in) on time or at an announced later time based on weather conditions and the status of snow removal.

If Schools have a delayed opening and local government is open on time

- Community Recreation Center hours and programs will proceed as scheduled unless there are additional delays or cancellations announced based on weather conditions and the status of snow removal.

If Schools close early or cancel evening activities

- Sports activities, leagues and instructional programs in the School District facilities are cancelled.
- Peters Township will make an independent decision regarding Community Recreation Center hours.

Weekends

Decisions regarding canceling or closing the Community Recreation Center, programs and classes, rentals, sports activities in the School District facilities and cultural events will be based on weather conditions and the status of snow removal. Our intent is to be as coordinated and consistent as we can be across all departmental programs and facilities. When weather conditions are not severe, scheduled activities or programs such as classes and leagues are likely to be cancelled before unscheduled activities would be (i.e. track time, drop in gym).

Special Events

The decision to hold a special event as scheduled will be based on weather conditions and the status of the snow removal.

Notifications to the Public

Please call (724) 942-5000, use the township website: www.peterstownship.com, or Facebook "Peters Township Parks and Recreation" page for status of programs or events

In the event of lightning for outdoor use

- See Peters Township Parks and Recreation Lightning Guidelines.



Peters Township Parks & Recreation Lightning Guidelines

Sports associations, coaches, parents, players, staff, park and trail users, etc. should check the weather forecasts and reports before any practice, game or event.

Be aware of thunderstorms developing nearby.

A 30 second or less flash-to-bang count calls for the removal of all persons from the field, park or trail, to appropriate shelter.

Appropriate shelter areas include (but are not limited to), fully enclosed buildings, fully enclosed metal vehicles with hard metal roof and windows up. Low ground areas, such as ditches, are to be used as a last resort (crouched position, do not lie flat). Dugouts and pavilions are not adequate shelter.

Once play has been suspended, wait **at least 30 minutes** after the **LAST** flash of lightning is witnessed or thunder is heard prior to resuming play.

Stay away from poles, tall trees, open fields, pools of water, metal bleachers or benches, fences, etc. Avoid using the telephone (except cellular if you are in a safe structure or location and all other precautions are followed) and plumbing facilities. Turn off electrical appliances.

If you feel your hair stand on end, or hear “crackling noises” you are in an electric field. You should remove metal objects (including baseball cap), place your feet together, duck your head and crouch down with arms around your knees.

If anyone is struck by lightning, call 911 immediately. People who are struck by lightning do not carry an electric charge and are safe to handle. The victim should be moved to a safe location, CPR and AED should be initiated as soon as possible.

If anyone feels that they are unsafe or are in danger at any time they have the right to leave.

Sports associations are required to follow this policy.

Good motto:

Lightning, if you can see it, flee it. Thunder, if you can hear it, clear it.



Peters Township Parks & Recreation Naming Rights Policy

Date of adoption: August 20, 2020

Policy Number: 3-07

Resolution Number: 08-01-20

Statement of Purpose

It is the policy of the Peters Township Parks and Recreation Department to reserve the name or renaming of parks and/or recreational facilities for circumstances that will best serve the interests of the Township and ensure a worthy and enduring legacy for the Township's park and recreation system. To this end the Peters Township Parks and Recreation Department supports consideration of naming requests within certain broad categories.

Introduction

The naming or renaming of parks and recreational facilities is a complex process since assigning a name is a powerful and permanent identity for a public place and/or facility. The naming and renaming of parks and/or recreational facilities often requires significant resources in terms of changing names on signs, maps, and literature. In addition, excessive and constant name changing can be the source of confusion to the public. The purpose of this policy is to provide guidance to those that have an interest in the naming and /or renaming of the Township's parks and/or recreational facilities.

- **Historic Events, People, and Places**

The history of a major event, place or person may play an important role in the naming or renaming of a park and/or recreational facility as communities often wish to preserve and honor the history of a Township, its founders, other historical figures, its Native American heritage, local landmarks and prominent geographical locations, and natural and geological features through the naming of parks.

- **Outstanding Individuals**

The Township has benefited, through its evolution, from the contributions made by many outstanding individuals. This category is designed to acknowledge the sustained contribution that has been made by such individuals to the Township and the development and management of the Township's park and recreation system.

- **Major Gifts**

Over the years, Peters Township and the Parks and Recreation Department have benefited from the generosity of some of its residents, businesses, and foundations. On occasion, the significance of such donations may warrant consideration being given to requests from either the donor or another party to acknowledge such a gift with the naming of a park or recreational facility.

Definitions

Naming: the permanent name assigned by Township Council via an ordinance to a given park or recreational facility.

Parks: all traditionally designed parks, gardens, natural open spaces, and specialized parks under the stewardship of Peters Township Parks and Recreation.

Recreational facilities: major structures such as Community Recreation Centers, swimming pools, shelters, tennis courts, sports fields, and fountains located within lands under the stewardship of Peters Township Parks and Recreation Department.

Donations: a donation of property, goods or cash generally with no expectation of return. If the gift is contingent upon a special request, it is made subject to "condition."

General Guidelines

In considering proposals for the naming or renaming of a park and/or recreational facility, the following general principles will be taken into account either collectively or individually. When naming a new park and/or recreational facility, the proposed name will:

- Engender a strong positive image
- Be appropriate by having deep regard to the parks/recreational facility's location and/or history
- Have historical, cultural or social significance for future generations
- Commemorate places, people or events that are of continued importance to the Township, region, state, and/or nation
- Have symbolic value that transcends its ordinary meaning or use and enhances the character and identity of the park and/or recreational facility
- Have broad public support
- Not result in the undue commercialization of the park and/or recreational facility if it accompanies a corporate gift

Renaming a park and/or recreational facility

Proposals to rename parks and/or recreational facilities whether for a major gift or community request are not encouraged. Likewise, names that have become widely accepted by the community will not be abandoned unless there are compelling reasons such as naming inconsistencies or strong public sentiment from the broader community for doing so. Historical or commonly used place names will be preserved wherever possible.

Naming/renaming parks and/or recreational facilities for Outstanding Individuals

Naming or renaming a park and/or recreational facility for an outstanding individual is encouraged only for those who have been deceased for at least three years (this provision can be waived at the Township Councils' directive) and where that person's significance and good reputation have been accepted in the Township's, State's and/or Nation's history. In considering the naming/renaming of a park and/or recreational facility after a deceased person, priority will be given to those who made a sustained and lasting contribution to:

- Peters Township's Parks and Recreation system
- Peters Township
- The State of Pennsylvania
- The Nation

The naming of a park and/or recreational facility after people who may have lost their lives due to war or a tragic event will be considered only after the shock of such event has lessened within the community.

Naming/renaming for Historic Events, People, and Places

When a park and/or recreational facility is associated with or located near events, people, and places of historic, cultural or social significance, consideration will be given to naming that park and/or

recreational facility after such events, people, and places. In considering such proposals, the relationship of the event, person or place to the park and/or recreational facility must be demonstrated through research and documentation.

Naming for Major Donations

From time to time, a significant donation may be made to the Township that will add considerable value to the Township's Park and Recreation system. On such occasions, recognition of this donation by naming a new park and/or recreation facility in honor of or at the request of the donor will be considered. As a guideline, the threshold for considering the naming of a park and/or recreational facility will include one or more of the following:

- Land for the majority of the park was deeded to the Township.
- Contribution of a minimum of 50% of the capital construction costs associated with developing the park/recreational facility.
- Provision of endowment for the continued maintenance and/or programming of the park/recreational facility will be agreed upon.

Donors seeking naming rights for major donations with respect to an individual will be encouraged to follow the principles that apply to naming a park for an outstanding person. Exceptions to this will be considered on their own merits. Peters Township Parks and Recreation Department reserves the right to rename any park and/or recreational facility if the person for whom it is named turns out to be disreputable or subsequently acts in a disreputable way.

Other Considerations

To minimize confusion, parks will not be subdivided for the purpose of naming unless there are readily identifiable physical divisions such as roads or waterways. However, naming of specific major recreational facilities within parks will be permitted. Under these circumstances such names should be different from the park name to avoid user confusion. All signs that indicate the name of a park and/or recreational facility shall comply with Peters Township Parks and Recreation Department's graphic and design standards. Specialized naming signage will not be permitted.

Procedures & Guidelines

These procedures and guidelines have been established to ensure that the naming or renaming of parks and/or recreational facilities is approached in a consistent manner.

Requests for naming/renaming of parks and/or recreational facilities

All requests for the naming or renaming of a park and/or recreational facility shall be made in writing to the Director of Peters Township Parks and Recreation Department.

Requests should contain the following minimum information:

- The proposed name
- Reasons for the proposed name
- Written documentation indicating community support for the proposed name
- Description and map showing location and boundaries of the park
- If proposing to name a facility within a park, include a description and map showing the location of the facility
- If proposing to rename a park or facility, include justification for changing an established name
- If proposing to name a park or facility after an outstanding person, include documentation of that person's significance and good reputation in the Township's, State's or Nation's history

Assessing and approving naming or renaming requests

Upon receipt of a naming request by Peters Township Parks and Recreation Department, the relevant groups and association(s) shall be advised and their comments on the proposal will be invited if applicable. The local neighborhood association will be notified of all naming/renaming proposals. Each proposal will then be considered by the Peters Township Parks and Recreation Board.

- Review the proposed request for its adherence to the policies of Peters Township Parks and Recreation Department
- Ensure that supporting information has been authenticated, particularly when an individual's name is proposed
- Take into consideration the comments of the relevant groups and association(s)

The Parks and Recreation Board will then present a recommendation to the Township Council for a final decision.

Communicating naming or renaming decisions

The Parks and Recreation Director will be responsible for communicating the decision in relation to naming or renaming requests within a month.

Appeals

Any person whose proposal to name or rename a park and/or recreational facility is denied may appeal to Township Council by petition through the Township Manager.

ARTICLE II
Park Rules

§ 299-6. Additional definitions. [Amended 2-23-1998 by Ord. No. 553; 5-23-2011 by Ord. No. 732]

Definitions not formerly defined in Article I, Special Use, of this chapter are listed here:

CAUSEWAY — The pedestrian (and emergency vehicle) road which crosses the lake.

COMMUNITY RECREATION CENTER — Also known as the "CRC," is a park facility located in Peterswood Park.

LAKE — Refers to Peters Lake Park.

PARK — Includes active parks and Township-owned open spaces. Active parks include Peterswood Park, Rees Park, Elm Grove, Venetia Park, the Tennis Center, Arrowhead Trail, Peters Lake Park, and Old Trail Park.

PERSON — Any person, firm, partnership, association, company or organization of any kind.

SKATE PARK — The facility located immediately adjacent to the CRC in Peterswood Park.

TRAIL — A special facility for the use of pedestrians, bicyclists, and joggers.

UNAUTHORIZED VEHICLE — Any motorized vehicle other than a maintenance, police, fire, ambulance or other Township vehicle.

§ 299-7. Rules for park buildings, structures, and other property. [Amended 11-26-2012 by Ord. No. 755]

- A. Disfiguration and removal. No person shall willfully mark, deface, disfigure, injure, tamper with or displace or remove any building, bridges, tables, benches, fireplaces, grills, signs, notices, posts or other markers, or other structures or equipment, or park area appurtenances whatsoever.
- B. Restrooms and fountains. No person shall fail to cooperate in maintaining restrooms and fountains in a neat and sanitary condition. No person over the age of six years shall use the restrooms designated for the opposite sex.
- C. Removal of natural resources. No person shall dig or remove any material, soil, rock, stones, trees, plants or make any excavation, except by permission issued by the Recreation Department.

- D. Installation of structures. No person shall construct, erect, install or maintain any structure of any kind, or run or string any public service utility into, upon, or across such park area, except with permission issued by the Recreation Department.
- E. Location of facilities. Any person authorized to install and maintain future pipes, wires, manholes, service boxes, and any other facility in, over or upon any park area shall so locate and maintain same as not to obstruct or interfere with the customary park uses.
- F. Rules signs. The Parks and Recreation Board shall approve signs to be installed in the parks and building, governing use of facilities. Once installed, these signs shall be enforced as part of this chapter.

**§ 299-8. Trees, plants, and lawns; misuse of equipment.
[Amended 5-23-2011 by Ord. No. 732]**

- A. Injury and removal. No person shall damage, cut, carve, transplant, or remove any plant or injure the bark, or pick the flower or seeds of, any tree or plant. Nor shall any person attach any rope, wire, or other contrivance to any tree or plant unless obtaining Parks and Recreation Department permission. No person shall disturb grass areas, or in any other way injure or impair the natural beauty or usefulness on any park area.
- B. Climbing trees; sitting on park equipment. No person shall climb any trees or walk, stand, or sit upon fountains, railing, fences, fireplaces, table tops, or upon any other property not designated or customarily used for such purposes.

§ 299-9. Sanitation.

No person shall:

- A. Pollution, discoloration or contamination of waters. Throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, stream, or other body of water in or adjacent to any park area or any tributary, storm sewer, or drain flowing into such waters, any substance which will or may result in the pollution, discoloration or contamination of said waters.
- B. Refuse and trash. Have brought in or dump, deposit or leave any glass, rubbish, waste, or refuse or other trash. No such refuse shall be placed in any waters in or contiguous to any park area, or left anywhere on any park area grounds, but shall be placed in the

proper receptacles where these are provided; where receptacles are not so provided, all such rubbish shall be carried away from the park area by the person responsible for its presence, and properly disposed of elsewhere. At no time shall refuse from another site be brought to a park area to dispose of.

§ 299-10. Traffic and parking. [Amended 2-23-1998 by Ord. No. 553; 5-23-2011 by Ord. No. 732]

- A. State and local motor vehicle laws apply. No person in any park area shall fail to comply with all applicable provisions of state and local traffic laws.
- B. Speed limits. Speed limit for park area roads/driveways that are not Township streets is 15 mph; if it is a Township street the limit is 25 mph. Trail speed limit for bicycles is 20 mph.
- C. Vehicles prohibited off roadways.
 - (1) No unauthorized vehicles are permitted on the trail, nor any park area other than roads and parking lots. An exception will be made for individuals with mobility disabilities. Wheelchairs as defined by the United States Department of Justice are permitted on the trail, whether powered or not, for use by individuals with mobility disabilities.
 - (2) Other power-driven mobility devices may be used on the trail by individuals with mobility disabilities if the device meets the following criteria:
 - (a) It is not wider than 36 inches.
 - (b) It cannot travel faster than 15 miles per hour under its own power on a level surface.
 - (3) Other power-driven mobility devices that are powered by internal combustion engines may not be used on the trail.
- D. Trail traffic. Persons may enter or exit the trail only at public access areas. Violators are subject to citation for trespassing. Trail users shall walk, ride bicycles, ski or jog as near to the right side of the trail as practical, and exercise due care when passing on the left.¹
- E. Snowmobiles prohibited. No snowmobiles are permitted in any park area, including trail.

1. Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

- F. Parking. No person shall fail to park vehicles in designated areas only (gravel or signed) and only during approved hours unless otherwise granted by Recreation Department.
- G. Enforcement. No person shall fail to obey any traffic officer or Township designee to direct traffic in or immediately adjacent to any park area.
- H. Traffic signs. No person shall fail to observe carefully all traffic signs.

§ 299-11. Recreational uses. [Amended 2-23-1998 by Ord. No. 553; 5-23-2011 by Ord. No. 732; 11-26-2012 by Ord. No. 755]

- A. Swimming. No person shall swim, bathe, or wade in any waters in or adjacent to any park area, except for scuba training by the Fire Department.
- B. Hunting and firearms.
 - (1) No person shall hunt, trap or pursue wildlife at any time. Shooting into park areas from beyond park boundaries is forbidden. The Council may authorize hunting in the parks by permit only.
 - (2) Exceptions may be allowed for demonstration/exhibition purposes when approved for a special use by the Recreation Department.
- C. Picnic area and use.
 - (1) Reservation may be arranged; see Special Use Policy adopted January 1985.²
 - (2) Areas not reserved are available on a "first-come, first-served" basis.
- D. Camping. No person shall camp in other than areas designated by the Parks and Recreation Department (or Peters Lake Park). All camping approvals must satisfy requirements for the following: adequate supervision, primitive camp style (no open fires, only Coleman stoves), no use of special vehicles such as trailers, and prearrangement with the Parks and Recreation Department. Camping in Peters Lake Park must be limited to 20 individuals, and provide a 4:1 youth to adult ratio for supervision. Campers must also have a majority (60% or more) of Peters Township residents.

2. Editor's Note: See also Art. I, Special Use.

- E. Boating. Only nonmotorized small boats which can be transported on the top of a car (car-topable), such as canoes and kayaks, may be used on the Lake. No boating of any kind is allowed on the small lake east of the Lake causeway.
- F. Fishing. Fishing is permitted at the Lake with valid Pennsylvania fishing license.
- G. Specialty areas. No person shall take part in any rough games (such as rugby or football) or games involving thrown or otherwise propelled objects such as balls, arrows, javelins, or model airplanes except in areas set apart for such activities. Roller-skating, roller-blading or skateboarding shall be confined to paved areas only on the trail and parks.
- H. Golf prohibited. Golf prohibited on playing fields.
- I. Fireworks and explosives. No person shall have in his possession, offer for sale, or set off or otherwise cause to explode, discharge or burn, any fireworks or explosives of any kind in any park area or cause to be discharged from an adjacent area into a park area. Exception includes organized fireworks operations approved by the Parks and Recreation Department or Township Council after conditions for safety and protection are met.
- J. Bicycling. At the Lake, riding bicycles will be limited to Center Church Road and those portions of Center Church Road and North Spring Valley Road that have been abandoned.

§ 299-12. Prohibited conduct. [Amended 8-25-1986 by Ord. No. 361; 2-23-1998 by Ord. No. 553; 5-23-2011 by Ord. No. 732]

- A. Illegal drugs. No person shall have in their possession any illegal drugs while in or upon any park area. It shall be unlawful for any person to be under the influence of illegal drugs. Possession and consumption of alcoholic beverages is prohibited in all Township parks and recreation facilities, except under the provisions as defined in § 299-17.1, Consumption of Alcoholic Beverages. **[Amended 2-27-2017 by Ord. No. 814]**
- B. Disorderly conduct. It shall be unlawful for any person to engage in any violent, abusive, loud, boisterous, vulgar, lewd, obscene or otherwise disorderly conduct tending to create a breach of the peace, or to disturb or annoy others, while in or on any park facility or area.

- C. Loudspeaker. It shall be unlawful to use a loudspeaker, public address system or amplifier within or upon any park area without written permission issued by the Department.
- D. Fires. No person shall build or attempt to build a fire except in fire circles, grills, or in such area and under such regulations as may be designated by the Parks and Recreation Department. No open fires are allowed at any time at the Lake, except in the fire circle and only after a permit is obtained from the Parks and Recreation Department. No person shall drop or otherwise scatter flammable material within or onto any park area.
- E. Display permits. No person shall fail to produce any permit issued by the Parks and Recreation Department he/she claims to have upon request of any authorized person who shall desire to inspect the same for the purpose of enforcing compliance with any ordinance or rule.
- F. Interference with permittees. No person shall disturb or interfere unreasonably with any party/person occupying any area, or participating in any activity, under the authority of a permit.
- G. General enjoyment of park. No person or activity shall unreasonably interfere with, infringe upon, nor detract from the general public enjoyment of any park area. Nor, shall any person interfere with the promotion of public health, welfare, safety and recreation; nor incite violence or crime.

§ 299-13. Animals. [Amended 2-23-1998 by Ord. No. 553; 6-10-2002 by Ord. No. 617]

- A. Horseback riding. Horses are permitted on casual trails, wooded areas, and roads at all parks, except for Arrowhead Trail. No person shall ride a horse on any ball field, shelter/picnic area, playground area, nor any area used for a special event or program. Horses are prohibited on Arrowhead Trail.
- B. Leashed animals. All animals shall be leashed while on any park area, including Trail.
- C. Animal waste. It shall be the responsibility and requirement of all persons to remove animal waste deposited by an animal under that person's control. All waste must be disposed of in a suitable and sanitary manner.

§ 299-14. Merchandising, advertising and signs. [Amended 5-23-2011 by Ord. No. 732]

No person in a park shall:

- A. Vending and peddling. Offer for sale any article or service; nor shall he place any stand, cart or vehicle for the transportation, sale or display of any such article. Exception is any concessionaire under contract with the Township or by nonprofit, charitable groups authorized by the Parks and Recreation Department and state health code, if necessary.
- B. Advertising. Announce, advertise, or call the public attention in any way to any article or service for sale or hire. Exception may be permitted for a Parks and Recreation Department approved special use. (See Special Use Policy.³) Seasonal signs may be erected on ball field fences in accordance with Township policy and the requirements of the Zoning Ordinance.⁴ Scoreboard advertising may also be permitted in accordance with Township policy and the Zoning Ordinance.
- C. Signs. Paste, glue, tack or otherwise post any sign or advertisement whatever; nor shall any person erect or cause to be erected any sign whatever on any public lands or roads adjacent to park areas. Exception may be permitted for a Parks and Recreation Department approved special use. (See Special Use Policy.)

§ 299-15. Park operating policy. [Amended 2-23-1998 by Ord. No. 553; 5-23-2011 by Ord. No. 732]

- A. Hours. Persons may use any unlighted park facility or area from dusk to dawn unless specifically stated below. Lighted areas of the park may be used from 8:00 a.m. to 10:00 p.m. barring unsafe conditions. Such conditions may include snowy or icy roads or other situations deemed unsafe by the Parks and Recreation Department. Hours may be extended to persons/activities making application and approved by the Parks and Recreation Department.

(1) Arrowhead Trail. Hours for Arrowhead Trail will be only during daylight hours (sunrise to sunset).

3. Editor's Note: See also Art. I, Special Use.

4. Editor's Note: See also Ch. 440, Zoning.

- (2) Skate park. The skate park will only be open during daylight hours.
- (3) Community Recreation Center (CRC). The CRC may be open from 8:00 a.m. to 10:00 p.m.
- B. Closed areas. No person shall enter or use any area posted as closed or unavailable.
- C. Reservations--approvals and revocations. All reservations for any park facility or area are managed by the Parks and Recreation Department. (See Special Use Policy for approval procedure.⁵) Any approval/permit may be revoked by the Parks and Recreation Department upon finding a violation of any ordinance or rule, or upon good cause shown.
- D. Enforcement and penalties. Any person who violates or permits a violation of this article shall, upon being found liable therefor in a civil enforcement proceeding commenced by the Township before a Magisterial District Judge, pay a fine of not more than \$600, plus all court costs, including reasonable attorney's fees, incurred by the Township in the enforcement of this article. If the defendant neither pays nor timely appeals the judgment, the Township may enforce the judgment pursuant to the applicable Rules of Civil Procedure. Each day a violation exists shall constitute a separate offense. Further, the Parks and Recreation Department may bar violators from future uses of park and recreation area. **[Amended 3-14-2016 by Ord. No. 794]**

§ 299-16. Community recreation center (CRC). [Added 5-23-2011 by Ord. No. 732]

- A. Children under 13 must be accompanied by an adult.
- B. The Parks and Recreation Department reserves the right to refuse use of the CRC for activities that are in direct conflict with programs, services and rentals provided by the Department.
- C. Use of the facility by organized groups or associations must be pre-approved by the Parks and Recreation Director.
- D. Membership fees will be charged. Fees are as set from time to time by resolution of the Council. **[Amended 3-14-2016 by Ord. No. 794]**

5. Editor's Note: See also Art. I, Special Use.

- E. The Parks and Recreation Board shall adopt rules and policies for the use of the CRC, and failure of users to observe these policies will result in removal from the facility, and repeated violations will result in membership and access termination.

§ 299-17. Skate park. [Added 5-23-2011 by Ord. No. 732]

- A. Children under 10 must be accompanied by an adult.
- B. No outside obstacles and modifications are permitted in the skate park.
- C. The Parks and Recreation Board shall adopt rules and policies for the use of the skate park, and failure of users to observe these policies will result in removal from the facility, and repeated violations will result in access termination.

§ 299-17.1. Consumption of alcoholic beverages. [Added 2-27-2017 by Ord. No. 814]

- A. Possession and consumption of alcoholic beverages is permitted only at the following designated locations in Peterswood Park after procuring a permit from the Parks and Recreation Department:
 - (1) Shelter 1.
 - (2) Shelter 2.
 - (3) Shelter 3.
 - (4) Amphitheater.
- B. Alcohol permits are only allowed with a paid shelter or amphitheater rental. The procedure for procuring a permit for alcohol consumption at the designated locations in Peterswood Park is as follows:
 - (1) Alcohol permits may only be purchased in-person at the Parks and Recreation Department.
 - (2) Alcohol permits may be purchased at the time of reservation of the shelter or amphitheater or no later than three days prior to the shelter or amphitheater rental.
 - (3) The applicant must be 21 years of age or older and bring a valid photo ID with date of birth for verification at the time of application.

- (4) The name on the shelter or amphitheater rental must be the same name on the alcohol permit.
 - (5) The fee for the alcohol permit shall set from time to time by resolution of Council, and must be paid prior to the issuance of an alcohol permit.
 - (6) Once the application is reviewed by the Parks and Recreation Department, the final permit will be issued to the applicant. The Parks and Recreation Director can deny alcohol permit applications based upon prior violations of this section. If the Parks and Recreation Director does not issue a permit, the applicant may appeal this decision to the Township Manager. The appeal must be in writing and received by the Manager within 10 calendar days of the notification that a permit will not be issued. The Township Manager shall hold a hearing in which both parties may offer testimony. Within 10 calendar days of the hearing, the Township Manager shall issue a written decision. The decision of the Township Manager is final.
 - (7) The permit shall be posted by the permit holder on the shelter or amphitheater the day of the rental by the Parks and Recreation Department.
 - (8) The applicant must be at the shelter or amphitheater during the rental period and must have the permit and valid photo ID with them.
 - (9) Alcohol must remain within a radius of 20 feet from the shelter or amphitheater.
 - (10) No alcohol is permitted in the restroom or playground areas.
 - (11) Sale of alcohol by the applicant is prohibited.
 - (12) The Peters Township Police Department will receive a weekly report from the Parks and Recreation Department identifying shelter or amphitheater rentals with alcohol permits.
- C. The alcohol permit will authorize only the consumption of beer and wine. Consumption of distilled beverages, including, but not limited to, brandy, bourbon, whisky, vodka, gin, scotch, and tequila are prohibited.
- D. The Township may permit the consumptions of beer and wine at Township-sponsored events in the areas designated in shelters

designated in this chapter and at the amphitheater with the approval of the Parks and Recreation Board.

OFFICIAL
 PETERS TOWNSHIP
 WASHINGTON COUNTY, PENNSYLVANIA
 RESOLUTION NO. 12-01-25

A RESOLUTION OF PETERS TOWNSHIP COUNCIL ESTABLISHING FEES ASSOCIATED WITH FACILITY USAGE, PERMITS FOR SPECIFIC ACTIVITIES NOT ASSOCIATED WITH ZONING AND SUBDIVISION AND LAND DEVELOPMENT ORDINANCES

WHEREAS, the Peters Township Council adopted Ordinance 794 the Township Code of Ordinances on March 14, 2016, and said code provided for certain fees to be established by a separate fee resolution, and

WHEREAS, a number of prior fees have been set by separate resolution and for efficiency it has been determined that one resolution establishing fees would be benefit of the public, and

NOW, THEREFORE BE IT RESOLVED the Chapter 195 – Fees, Article VIII Facilities Usage Fees; Permit Fees; Fees Not Associated with Zoning and Subdivision and Land Development be amended to include:

Section 195-28 Cultural Facilities Fees

A. Park and Recreation Fees

Aqua Park Fees

Season Fees	Resident	Non -Resident
Family up to 4	\$50	\$100
Single Day Pass		
Individual	\$ 3.50	\$ 7.00
Rentals		
Party Room	\$ 225	\$ 450
Shelter	\$ 175	\$ 350
Facility (after hours)	\$ 1,000	Not Offered


Community Recreation Center Fees

Annual Fee	Resident	Non -Resident
Individual	\$ 20	\$ 200
Family	\$ 40	\$ 400
Senior Citizen	\$ 10	\$ 100
Drop-in Fee		
Individual	\$ 3	\$ 15

RESOLVED by the Council of the Peters Township this 22nd day of December 2025.

ATTEST:

PETERS TOWNSHIP



 Paul F. Lauer
 Township Manager

By: 

 Gary Stiegel
 Chairman of Council

OFFICIAL
PETERS TOWNSHIP
WASHINGTON COUNTY, PENNSYLVANIA

RESOLUTION NO. 02-02-23

A RESOLUTION OF THE COUNCIL OF PETERS TOWNSHIP AUTHORIZING AND ESTABLISHING THE ENACTMENT OF FEES ASSOCIATED WITH FACILITY USAGE, PERMITS FOR SPECIFIC ACTIVITIES NOT ASSOCIATED WITH ZONING AND SUBDIVISION AND LAND DEVELOPMENT ORDINANCES

WHEREAS, the Peters Township Council adopted Ordinance 794 the Township Code of Ordinances on March 14, 2016, and said code provided for certain fees to be established by a separate fee resolution, and

WHEREAS, a number of prior fees have been set by separate resolution and for efficiency it has been determined that one resolution establishing fees would be benefit of the public, and

WHEREAS, the fees included are not of a general nature that require public notification prior to adoption as required by §5-12 of the Administrative Code.

NOW, THEREFORE BE IT RESOLVED the Chapter 195 – Fees, Article VIII Facilities Usage Fees; Permit Fees; Fees Not Associated with Zoning and Subdivision and Land Development be amended as follows:

Section 195-28 Cultural Facilities Fees

A. Park and Recreation Fees

Community Recreation Center Membership

Annual Fee	<u>Resident</u>	<u>Non-Resident</u>
Individual	\$10.00	\$180.00
Family	\$20.00	\$360.00
Senior Citizen	\$5.00	\$90.00
Drop-In Fee		
Individual	\$1.00	\$10.00

Room Rental Rates

Category	Gym (1 side)	Classroom	Multi- Purpose	Fitness Room	Conference Room
Township Departments, Township Sponsored Sports Associations, and Peters Township Schools and Sponsored Booster Groups	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Private Party	\$65.00	\$25.00	\$40.00	\$45.00	\$25.00
Nonresident Private Party	\$245.00	\$85.00	\$145.00	\$150.00	\$85.00
Resident Youth Organization	\$40.00	\$20.00	\$25.00	\$40.00	\$20.00
Nonresident Youth Organization	\$145.00	\$65.00	\$75.00	\$100.00	\$65.00
Resident Nonprofit Organization	\$65.00	\$25.00	\$40.00	\$45.00	\$25.00
Nonresident Nonprofit Organization	\$245.00	\$85.00	\$145.00	\$130.00	\$85.00
Resident For-Profit Group	\$115.00	\$35.00	\$65.00	\$65.00	\$35.00
Nonresident For-Profit Group	\$445.00	\$125.00	\$245.00	\$200.00	\$125.00
Security Deposit (Except Township, Associations, Schools and School Booster groups)	\$100.00	\$50.00	\$75.00	\$75.00	\$50.00

Resident – Facilities can be reserved up to 6 months in advance

Nonresident – Facilities can be reserved up to 1 month in advance

Conference Room – For meeting, clinic, seminar type of activity

Fitness Room – For fitness or dance related activity only, No food or beverage in the room, No tables or chairs

Room Rental Notes

1. If a facility is rented during non-business hours groups will be assessed an additional \$30.00 per hour/per staff member to pay for a staff member to be on site. (All activities must be approved by Director or Facility Coordinator prior to space rental)
2. Resident Fees for long term facility use will be negotiated. Long term use is considered 7 consecutive days or 3 consecutive individual monthly rentals.
3. At the discretion of the Park & Recreation Director, a resident non-profit organization or group may have their fee waived if the request is for a non-peak weekday period, with minimal advance reservation.
4. Nonprofit resident groups may be credited for community service to the Parks & Recreation Department at the discretion of the Director on an hour for hour basis.
5. For purposes of Park & Recreation Fees, a resident shall be anyone living in Peters Township, owning property in Peters Township or physically working in Peters Township on a day-to-day basis.

6. Any team or organization that can provide a roster of participants with 60% or more residents will be assessed the resident rate as opposed to a non-resident rate.

7. Any sports association that wishes to use a for profit business to conduct a training or camp (for a specified period of time) will be charged the resident private party rate plus a fee equal to 10% of the registration fee charged participants.

Room Rental Additions

	A/V Equipment	PA System	Overhead Projector	Stage
Resident	\$20.00	\$30.00	\$10.00	\$100.00*
Non-Resident	\$40.00	\$60.00	\$20.00	\$200.00*
<i>All Rates are per Hour (* in addition to gym rental)</i>				

Outdoor Shelter Rentals

	Resident	Non-Resident
Peterswood Park (PW)		
PW Shelter 1	\$125.00	\$250.00
PW Shelter 2	\$125.00	\$250.00
PW Shelter 3	\$80.00	\$125.00
PW Shelter 4	\$80.00	\$125.00
Elm Grove Park (EG)		
EG Shelter	\$60.00	\$120.00
Rolling Hills Park (RH)		
RH Shelter A	\$200.00	\$400.00
RH Shelter B	\$150.00	\$300.00
RH Shelter C	\$150.00	\$300.00

1. A Resident may reserve a shelter at no charge for a non-profit event from 9:00 a.m. to 3:00 p.m., Weekdays Only.

Outdoor Stage Rental

	Nonprofit Mon - Thurs	Nonprofit Fri - Sun & Holidays	For-Profit (Anytime)
Resident	\$100.00	\$150.00	\$250.00
Non-Resident	\$200.00	\$300.00	\$500.00

\$100.00 Deposit Required on All Rentals
\$35.00 for Lighted Use in Addition to Standard Fee

Alcohol Permit

	Standard
Shelter	\$100.00
Stage	\$250.00

Hourly Tennis Court Rates

	Outdoor	Indoor – Prime	Indoor – Non-Prime
Permanent	N/A	\$28.00	\$24.00
Open	\$16.00	\$32.00	\$28.00
Pickleball	\$8.00	N/A	N/A

“Permanent” is meant as scheduling regular court time throughout the Indoor season. “Open” is defined as hourly unreserved court rental. Permanent court time is unavailable during the outdoor season, while court time for pickleball is unavailable during the indoor court season.

Clinics/Tournament rates and other group events fees are set with approval of the Township Manager periodically.

Field Rental Fees

Type	Athletic Field per Hour	Turf Field per Hour
Youth (Under 18) - Resident Non-Profit / Private Party	\$50.00	\$100.00
Youth (Under 18) - Resident For Profit	\$80.00	\$160.00
Youth (Under 18) – Non-Resident Non-Profit / Private Party	\$100.00	\$200.00
Youth (Under 18) – Non-Resident For Profit	\$130.00	\$260.00
Adult - Resident Non-Profit / Private Party	\$70.00	\$140.00
Adult - Resident For Profit	\$100.00	\$200.00
Adult – Non-Resident Non-Profit / Private Party	\$120.00	\$240.00
Adult – Non-Resident For Profit	\$150.00	\$300.00

1. Any organizations using lights as part of their field rental(s) will be subject to an additional \$75 fee per field, per night
2. WPIAL or PIAA events will be assessed a \$50 per game fee and a \$50 per night fee for lights (if used)

Hourly Fees for Use of Park Spaces Outside the Established Rental Areas by Organized Groups

	Groups of 50 or less	Groups of 51 to 150	Groups of 151 to 250
Resident	\$70	\$100	\$150
Resident for Profit	\$100	\$130	\$180
Non-resident	\$120	\$150	\$200
Non-resident for profit	\$150	\$180	\$230

Groups over 250 are permitted only with the approval of Peters Township Council

B. Peters Township Public Library Fees

Hourly Room Rental Rates

	Exempt*	Youth Organizations	Nonprofit Organizations	For-Profit Organizations
Multi-Purpose Room	\$0.00	Resident: \$25.00 Non-Resident: \$75.00	Resident: \$40.00 Non-Resident: \$145	Resident: \$65.00 Non-Resident: \$145.00
Reading Room	\$0.00	Resident: \$20.00 Non-Resident: \$65.00	Resident: \$25.00 Non-Resident: \$85.00	Resident: \$35.00 Non-Resident: \$125.00
Conference Room	\$0.00	Resident: \$15.00 Non-Resident: \$50.00	Resident: \$20.00 Non-Resident: \$75.00	Resident: \$30.00 Non-Resident: \$100.00

Copier/Print Fees – Per Page

Black and White	\$0.10
Color	\$0.50

Library Card Replacement Fee

\$1.00 for lost or damaged library card replacement

Lost or Damaged Items

Replacement cost of item plus \$2.00 processing fee

Inter-Library Loan Non-Pickup Fee

\$5.00 per item not picked up

Section 195-32 Occupancy of Streets

- A. Permit application fees. Application fees charged to defray costs incurred by the Township in reviewing and processing the application and plans, including the preliminary review of the site location identified in the application, whether or not a permit is issued and processed, shall be as set by the Township Council by resolution.
- (1) Application fee: \$60.
 - (2) Supplement fee (each time extension or change requested): \$30.
- C. Surface openings - main installation or replacement: This fee is calculated on the total linear feet of the opening being permitted with different areas of the right-of-way.
- (1) Total linear feet of opening (each one-hundred-foot increment or fraction thereof):
 - (a) Opening in pavement: \$50.
 - (b) Opening in shoulder: \$50.
 - (c) Opening outside pavement and shoulder: \$25.

RESOLVED by the Council of the Peters Township this 13th day of February, 2023.

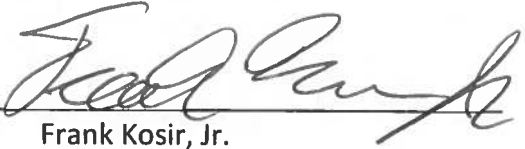
ATTEST:

PETERS TOWNSHIP



Paul F. Lauer
Township Manager

By:



Frank Kosir, Jr.
Chairman of Council

Section 4: Sports Association Policies





Peters Township Parks & Recreation Sports Association Policies and Procedures

Date of adoption: August 14, 2023

Policy Number: 4-01

Resolution Number: 08-01-23

Statement of Purpose

The Parks and Recreation Board established these policies and procedures to help guide the sports associations in their involvement with the Peters Township Parks and Recreation Department.

Introduction

Peters Township sports associations are individual organizations that work under the umbrella of the Parks and Recreation Department and therefore must adhere to the Policies and Procedures.

Facility Requests

- Requests should come from the president of the association. If the president is not the one submitting the request, he/she should contact the Parks and Recreation Director (by phone, email, or in person) to let them know that a request is going to be submitted and that it is authorized by the association. The request must be signed by the President of the Association.
- No facility may be used **until** the request is approved (School District facilities included).
- If the Parks and Recreation Department feels that facilities are not being used to their full potential the Parks and Recreation Director reserves the right to interject on the scheduling for that association.
- The Parks and Recreation Director reserves the right to withdrawal field and/or facility permits if the field and/or facility is not being respected.

To request space in the Community Recreation Center or Community Room:

- The association must fill out the appropriate form and submit it to the Facility Supervisor no less than one month prior to the beginning date.
- The request **must** be signed by the president of the association.
- Any communication regarding the request should come from the association president or the assignee of the association to the Assistant Parks and Recreation Director.

To request a Parks and Recreation athletic field or facility other than CRC or Community Room:

- The association must fill out the appropriate form and submit it to the Parks and Recreation Director.
- Date deadlines for athletic fields – Spring/Summer season must be submitted by the third Friday in January. The Fall season by the third Friday in June.
- The request must be signed by the president of the association.
- Communication regarding the request should come from the association president or the designee of the association to the Parks and Recreation Director.

To request a school facility:

- The association must submit to the Parks and Recreation Director the following information in writing by (email, hard copy); the facility being requested, day(s) of the week, date(s) start and ending, time(s) start and ending, purpose and how many participants are expected to be in attendance. Any special needs should be included at the time of request e.g.; access to press box, PA system, concession stand, etc.
- Requests should be submitted no less than **two** months prior to the beginning date so that they can go through the proper channels within the school district.
- Any communication regarding the request should come from the association president or the assignee of the association to the Parks and Recreation Director. Association representatives or individuals associated with them should **not** contact the schools directly to check the status of their request.
- Once you have a facility approved, if there is a day you do **NOT** plan to use a facility that has been approved for use, you must notify the School's Supervisor of Building, Grounds and Transportation (724) 941-8981, the office of the school that you have requested, and the Parks and Recreation Director, **NO LESS** than two business days before the cancellation. The association will be charged for the use of the field or facility if they fail to follow this process.

Maintenance and/or Improvements

- Any maintenance or improvement that an association wishes to do on a field or to a facility needs to be presented to the Parks and Recreation Director in writing by (email, or hard copy) no less than two weeks prior to the requested date for the maintenance project. Larger scale and/or more intrusive projects should be submitted at least 2 months in advance to allow for the appropriate approval process.
- The proposal should include as much information about the proposed maintenance or improvement as possible (e.g. cost of project, how you plan to finance, who will be doing the work, drawings if applicable, etc.).
- The association may then do the work as approved.
- Certain requests may be affected by work already done by the Park Maintenance Staff, work scheduled by the Park Maintenance Staff, or by the Union Contract.
- Larger scale projects will need Council approval and be bid out according to State requirements.

Communication

- Communication between the Parks and Recreation Department and the associations should be done between the President of the association or the Documentation Coordinator and the Parks and Recreation Director.
- The Parks and Recreation Department is willing to communicate with anyone and answer questions. But anything involving a request or that requires a decision should be communicated in this manner.

Required Documents

- A copy of a current insurance certificate, listing Peters Township as an additional insured, each year. Approval of a facility or field request will be dependant on whether the Parks and Recreation Director has a copy of the current policy on file.
- The Parks and Recreation Director should be informed about Board Meetings and General Membership Meetings no less than two weeks prior to the scheduled meeting or in the case of an emergency meeting, as soon as it is complete.

- All meeting minutes along with a financial updates need to be submitted to the Parks and Recreation Director as soon as they are complete. Please inform the Parks and Recreation Director of any months that you do not have a meeting so that it can be indicated on your documentation sheet and the Parks and Recreation Board will know not to expect minutes from that month.
- An end of the year financial report should be submitted to the Parks and Recreation Director after the books have been reconciled (no later than one month from date of approval). A proposed budget, for the next year, should be submitted to the Parks and Recreation Director as soon as the association's board approves it.
- Players Rosters including name, address and phone number need to be submitted prior to the start of the season (any activity including practices).
- Coach Rosters including name, address, phone number and background check approval dates need to be submitted prior to the start of the season (all activity including practices).
- Practice schedules, game schedules and tournament schedules need to be submitted to the Parks and Recreation Director at least two weeks prior to the start of the scheduled season.
- Failure to submit rosters and schedules prior to the start of your season will result in loss of facility (including schools) and field privileges until appropriate information is received.
- A copy of the current By-Laws needs to be on file with the Parks and Recreation Director. All additions, deletions or changes made to an association's By-Laws, must be reviewed for compliance with all Township's policies and procedures by the Parks and Recreation Board. If no changes are made to By-Laws please inform the Parks and Recreation Director that the By-Laws were reviewed but no changes were made.
- The Parks and Recreation Director should be informed about any and all elections, including when and where they are to be held and the results at the conclusion.
- Participation numbers need to be reported to the Parks and Recreation Director as soon as registrations are complete and players have been tallied. Numbers can
- be reported by email, or phone.

***** Failure to submit any of required information to the Parks and Recreation Director will be subject to the terms of the Non-Compliance Policy and may result in the loss of facility or field use until the information is received or for that season.*****

Email Blasts and Advertising

- We are no longer permitted to send out paper flyers through the schools. We can send email blasts through the system as a Community Bulletin. Community Bulletins are scheduled to go out at specific times, not upon request, so please send your request at least a week prior. The school requires that the following disclaimer must be included in the flyer or information request to be sent out.
 - "THIS EVENT, PROGRAM, OR GROUP IS OPERATING INDEPENDENT OF THE PETERS TOWNSHIP SCHOOL DISTRICT. DISTRIBUTION OF THIS INFORMATION DOES NOT INDICATE ENDORSEMENT BY THE DISTRICT."
- The School District only permits one email per event.
- To request an email blast you must send an electronic version of the flyer, in a Word document with the above disclaimer included, to be attached to the email **and a 150 word maximum description of the information to be included in the text of the email** to the Parks and Recreation Director at least one week prior to distribution. The Parks and Recreation Director will proof the request and forward the information to the School Communications Coordinator.

- If your association wishes to have your information sent out through a Parks and Recreation email blast as well, please indicate that in your correspondence. We will be happy to send it out to those that have signed up on our system. You can encourage your membership to sign up on our list to receive such information on the main page of the township website.

Facebook

- The information may also be posted on our Facebook page if you let us know. Again you can encourage your membership to sign up to receive such information. They can find us on Facebook under Peters Township Parks and Recreation or on the Parks and Recreation page of the Township website. All sports associations that have a facebook page are encouraged to “like” us on facebook and we will “like” your page as well.

Magazine

- The In Peters Township Magazine goes out every 2 months. In order to have information included, it must be submitted in writing (preferably by email) before the submittal deadline. Only information pertinent to the time of the issue will be included. Space is limited, so keep descriptions to necessary information only. If content is too lengthy we will reduce to fit.

Registration

- Information about registration should be determined in enough time to allow for appropriate advertisement.
- Any increase in registration fees more than 5% must be approved in advance by the Parks and Recreation Board.

Policies

- Associations must comply with Peters Township nonresident policy.
- Associations must comply with Peters Township Sunday use policy.
- Associations must comply with Peters Township Inclement Weather Policy.
- Associations must comply with Peters Township Flag Policy.
- Associations must comply with Peters Township Background Check Policy.
- Associations must comply with Peters Township Athletic Field Fence Sign Policy.
- Associations and members must comply with Peters Township Complaint Process
- Associations must have an assigned Documentation Coordinator.
- Associations must comply with all Township policies, procedures and ordinances.
- Associations must acknowledge the Non-Compliance Policy.
- Association must comply with the Youth Protection Policy.

Background Checks

- All coaches/volunteers in the Peters Township sports associations must complete the state required background checks. See Background Check Policy for information.
- The approval is valid for three years according to the Peters Township Background Check Policy. After three years, the coach must submit to another background check.
- The background check process may take some time to complete, so the associations should begin their process of selecting coaches and having them submit background check papers early. The Township reserves the right to audit the associations or groups at any time to check for compliance. All forms for employees or volunteers must be valid and on file for review at any given time.



Peters Township Parks & Recreation Non-Compliance Policy

Date of adoption: August 20, 2020

Policy Number: 4-02

Resolution Number: 08-01-20

Statement of Purpose

The Peters Township Parks and Recreation Department is responsible for a number of athletic fields and facilities. To ensure the safe, proper and maximum use of those fields and facilities is our goal. In order to reach this goal we have certain documents that we require to be submitted by the youth sports associations that utilize the fields and facilities regularly. Additionally a number of rules, policies and codes exist that each association is responsible for knowing and following.

Introduction

This policy was introduced as a means of enforcement to gather necessary documents and policy compliance from our youth sports associations as needed.

Scope

The Peters Township Parks and Recreation rules, policies and codes are available online and in hard copy for any that request them. The documents that are required for submission, as well as a list of our policies, are detailed in the Sports Associations Policies and Procedures. If our rules, policies and/or procedures are violated the following repercussions may be implemented as necessary (**These may be enforced in any combination or order depending on severity**).

Determined and enforced by the Parks and Recreation Board:

- Stern warning by the Parks and Recreation Board documented and submitted to the association identifying the violation in writing. The warning must be acknowledged during the association's Board Meeting and reflected in the meeting minutes
- Association Board member(s), coach(es), volunteer(s), parent(s), player(s) or any combination of those may be placed on probation for a season
- Association Board member(s), coach(es), volunteer(s), parent(s), player(s) or any combination of those may be placed on probation for a year
- Association Board member(s), coach(es), volunteer(s), parent(s), player(s) or any combination of those may be suspended for a season

The following must be reviewed by Township Administration and Council prior to enforcement:

- Association Board member(s), coach(es), volunteer(s), parent(s), player(s) or any combination of those may be suspended for a year

- Association Board member(s), coach(es), volunteer(s), parent(s), player(s) or any combination of those may be suspended indefinitely or permanently
- A fine for late submissions or violations
 - \$200 each violation or late submission
 - \$100 additional for each week thereafter for continuance of violation(s)
- Suspension of field/facility use, by the association, for a season
- Suspension of field/facility use, by the association, for a year
- Termination of partnership with association

If an individual is on probation or suspended by the Parks and Recreation Board it shall be enforced across all associations

Examples of violations include but are not limited to:

Minor infractions – (Scope: stern warning or probation)

- Failure to submit meeting minutes
- Failure to submit required financial documents
- Failure to attend required alliance meetings
- Permitting banners to be hung without following the Athletic Field Fence Sign Policy
- Not complying with the Flag Policy

Moderate infractions – (Scope: Suspension for up to a year)

- Vulgar language
- Failure to submit coaches lists and background check dates
- Failure to submit schedules prior to the beginning of the season
- Permitting a non-resident to register and participate
- Not properly maintaining facilities and amenities used (damage by use or neglect, not cleaning appropriately, not keeping things stored in a safe and reasonable condition, etc.)
- Use of alcohol
- Any repeat violation of minor infractions
- Allowing another team to utilize a field or facility during times assigned to their association

Major infractions – (Scope: indefinite or permanent suspension, fines, suspension of field or facility use or termination of partnership)

- Physical discipline or abuse of a player
- Allowing a person to volunteer without the required background checks
- Any repeat violation of minor infraction that was then addressed as a moderate infraction with continued violations
- Any repeat violation of moderate infraction



Peters Township Parks & Recreation Non-Resident Policy

Date of adoption: August 20, 2020

Policy Number: 4-03

Resolution Number: 08-01-20

Statement of Purpose

The intent of this policy is to assure that every child in Peters Township is afforded the optimal opportunity to participate in recreational, travel and all-star teams that fall within the purview of the Parks and Recreation Department.

Introduction

Peters Township Parks and Recreation Department does not permit individuals who are non-residents to participate in any recreational team sport program sponsored by the Peters Township Parks and Recreation Department.

Non-Resident / Resident Definition

Resident: Any individual that maintains primary residence within Peters Township, when individual or minor child is assessed Peters Township taxes.

Non-Resident: Any adult individual or minor child who does not maintain primary residence within the Township or is not assessed Peters Township taxes.

Applicable Sports Programs

Recreational team sports programs including: Baseball, Basketball, Cheerleading, Football, Soccer, Softball, Wrestling and Lacrosse.

Policy Exceptions

Individuals seeking approval as an exception to the non-resident policy must formally contact the Parks and Recreation Department.

Compliance

Compliance with this policy is the responsibility of sports associations and the Parks and Recreation Department. Failure of a sports association to comply with this policy will be subject to the Non-Compliance Policy. Furthermore, the non-resident participant will be removed from the sports association.

Township Classes / Events

Non-Residents are permitted to enroll in Township recreational classes, programs, participate in Township events, and use Township facilities. Non-Residents will pay an additional 50% of the resident cost. Senior Citizen non-resident rates may be adjusted if necessary.



Peters Township Parks & Recreation Sports Association Complaint Process

Date of adoption: August 20, 2020

Policy Number: 4-04

Resolution Number: 08-01-20

Statement of Purpose

The Parks and Recreation Board established this process to give guidance to an individual or group that may contact the Parks and Recreation Department with a complaint regarding a sports association.

Introduction

The following are the steps to be taken by an individual or group with a complaint regarding a sports association. The Parks and Recreation Board will hear the complaint once the initial steps are taken and the individual or group still feels they have been treated unfairly.

- In the event that there is a complaint involving a sports association, the individual or group filing the complaint will be directed back to the sports association Board.
- The sports association Board should let the complaint be heard at a Board meeting and attempt to resolve to the best of their ability.
- If the individual or group feels that they were treated unfairly or the association failed to address their complaint, they can request to be on the agenda for a regular Parks and Recreation Board meeting.
- The Parks and Recreation Board will let both sides of the complaint be heard and if they see fit will make recommendations for resolution.
- The Parks and Recreation Department does not run these programs and does not have the authority to tell them how to operate (outside of our established policies and procedures). As stated in the Parks and Recreation By-Laws the Parks and Recreation:

Works with the designated youth sports associations that operate under the auspices of the Parks and Recreation Department. These youth sports associations must provide the Parks and Recreation Director with the Township required documentation and follow established policies, procedures and ordinances in order to use the Township fields and facilities and the School District facilities as requested and granted to the Parks and Recreation Department. The Parks and Recreation Board monitors compliance to the required documentation. Although independent from the Township, the sports associations may seek guidance from the Parks and Recreation Board as needed and the Parks and Recreation Board may make recommendations if they feel an association is not operating in the best way to serve the community.



Peters Township Parks & Recreation

Youth Sports Association Outdoor Athletic Field Fence Sign Sponsorship Policy

Date adopted: August 20, 2020 (Revised May 8, 2023)

Policy Number: 4-05

Resolution Number: 08-01-20

Statement of Purpose

Peters Township Parks and Recreation Department created this policy to allow our youth sports associations to seek and sell sponsorship space on the athletic field fences as a means of fundraising.

Introduction

Peters Township Parks and Recreation Department sponsored youth sports associations are permitted to sell advertising sign space on designated fences on Township owned athletic fields. Associations must adhere to the following specifications.

Banner Requirements

- Size 4' h x 8' w
- Must have hem and grommets
- Must be on heavy duty white vinyl banner material
- Print on one side only
- The sponsor **or** association is responsible for the purchase of the sign(s), all requirements must be met
- No inappropriate advertising (no tobacco, vape, alcohol products, etc.). The Parks and Recreation Department and/or the sports association reserves the right to reject any sponsorship content

Advertising Time Period

- Signs will be displayed no sooner than March 1st (start of the season) and will remain until the end of the fall season, tentatively October 31st

Maintenance

- Signs will be hung at the beginning of the season by the sports association
- Signs will be removed at the end of the season by the sports association
- The Township and/or the sports association(s) will **not** be responsible for damage, vandalism or theft of the sign

- The sponsor will be responsible for repairing or replacing the sign in the event of damage or theft
- For fields used by multiple associations, the Parks and Recreation Director will designate advertising fence space for each association
- The Parks and Recreation Director will determine fence space on applicable fields that will not be permitted for sponsorship use
- During the off season, storage of the sign(s) will be the responsibility of the sponsor or association

**Peters Township Parks and Recreation Sign Sponsorship
Agreement Form**

Sponsor Name: _____

Contact Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Sponsorship Term: **One Year - \$300** _____

Two Year - \$250 (per year) _____
Full 2 years must be paid upfront

Cost of sign if purchased by association _____

Total Due: _____

The sponsor understands and agrees to the terms and conditions outlined in the Youth Sports Outdoor Athletic Field Fence Sign Sponsorship Program.

Sponsorship fees must be paid in full and up front to the sports association, or sponsorship sign(s) will not be displayed.

The Township and the sports association(s) will not be responsible in the event of damage, vandalism or theft to the sign(s).

This agreement sets forth the entire understanding of the parties and may not be amended or modified, except in writing and agreed upon by the sponsor, the sports association and the Township.

Signature

Date



Peters Township Parks & Recreation Scoreboard Installation and Advertising Policy

Date of adoption: August 20, 2020

Policy Number: 4-06

Resolution Number: 08-01-20

Statement of Purpose

To provide guidelines for the solicitation and approval for advertising on the township athletic field and facility scoreboards.

Introduction

The Township must first agree that a scoreboard is needed at a site before any process begins. Once approval is given the association(s) may solicit donations to pay for the scoreboard.

A. Scoreboard

1. An advertisement must appear in the official Township Newspaper, as of the date of adoption, the Observer-Reporter, and on Cable 17 and the Township Web Page for no less than three days. Any costs for ads will be paid by the Township.
2. The ad will solicit sponsors to pay for the scoreboard and complete installation. Multiple donors can be accepted if space allows.
3. Specific businesses can be solicited for proposals.
4. Proposals must be submitted to the Township for review.
5. The Parks and Recreation Director will submit a recommendation to Council for approval.
6. A contract will be negotiated between the donor and the Township. The association will be consulted during negotiations.
7. The contract will be between Peters Township and the donor. Time period will be determined by the Township.
8. Peters Township will own the sign upon installation.
9. Peters Township will provide all maintenance and upkeep of scoreboard, including electrical costs.
10. The Township will determine when repairs and replacement of scoreboard is necessary.
11. The Council must approve the size of the scoreboard to be purchased. The size must not interfere with maintenance and should fit the site.
12. The Parks and Recreation Department will control the use of the Scoreboard.

B. Advertising

1. The size of the sign shall not exceed 65 sq. ft.
2. The sign will be located below the scoreboard.
3. The final sign logo must be approved by the appropriate Township Officials.
4. The sign cannot be illuminated.

If a donation exceeds the cost of the scoreboard for installation and advertising on the new scoreboard, the association will retain all funds.

The association will retain funds from donations for advertising on an existing scoreboard.

The association will purchase the scoreboard.

The scoreboard installer must be approved by the Township prior to installation. If time permits, Township staff may install the Scoreboard.

The scoreboard will be chosen and cost determined before bids are solicited.

An example of advertising on a new scoreboard:

Peters Township and the Peters Township sports associations are seeking a donation to pay for a permanent electronic scoreboard to be placed at _____ field in Peters Township. The total project cost is \$?. Advertising rights will be permitted. Interested parties, please contact Peters Township.

An example of advertising on an existing scoreboard:

Peters Township and the Peters Township Baseball Association are seeking a sponsorship limited to 1 per scoreboard at field 1, 2 and 3 Advertising rights on the scoreboards will be permitted to those bids selected. Business sponsors selected will also receive logo and website link, Special recognition opening day and quarterly Facebook and Baseball website posts. There is one advertising space available per scoreboard at a size of Field 1 (20' l x 2' h), Field 2 (9' l x 3' h) and Field 3 (10' l x 3' h). Your bid should include the monetary contribution you propose (minimum bid \$2500) per year and how many years you wish to commit to (total for all years to be paid upfront). If you wish to bid on more than one sign space, please indicate your intent within your bid and a breakdown of the above required information per sign.