



# Centre Region Parks and Recreation

2643 Gateway Drive #1

State College, PA 16801

Phone: 814-231-3071 Fax: 814-235-7832

## OUTDOOR FACILITY REQUEST FORM

### For group uses of:

#### Centre Region Municipal Park/Sportfield Areas, Leased Sportfield sites and Community Swimming Pools

- Before proceeding, please read the Reservation Policies and Procedures on the back of this request form
- Requests involving facilities operated by the School District should be directed to the SCASD Office of Physical Plant
- Please submit one request for each site requested- and fill out ALL information below. Note the seasonal deadlines for submitting requests
- Reservation fees may apply to group uses of the municipal park facilities. Visit [www.crpr.org](http://www.crpr.org) for details

**1. Requested Site ( please check one)**

\_\_\_\_\_ Wherever available or appropriate

\_\_\_\_\_ Municipal Park: \_\_\_\_\_

\_\_\_\_\_ Community Swimming Pool      \_\_\_ Welch Pool    \_\_\_ Park Forest Pool

\_\_\_\_\_ Leased SCASD Sportfields    \_\_\_ Houserville Elem.    \_\_\_ Radio Park Elem.    \_\_\_ Ferguson Elem.

**2. Requested facilities at the above site: (sportfields, pavilions, swimming pool, restroom, etc.):**

\_\_\_\_\_

**3. Requested dates, days and times:**

DATES (starting and ending): \_\_\_\_\_ to \_\_\_\_\_

DAY(S) OF WEEK: \_\_\_\_\_

ACCESS TIMES (opening & closing): \_\_\_\_\_ to \_\_\_\_\_

EVENT TIMES (starting & ending): \_\_\_\_\_ to \_\_\_\_\_

**If your schedule requirements are flexible, please indicate the request in general terms (i.e. 1/night week, etc.)**

\_\_\_\_\_

**4. Activity Description: ( Use additional page, if needed):**

\_\_\_\_\_

\_\_\_\_\_

**5. Number of Participants:** \_\_\_\_\_ **Age Range of Participants:** \_\_\_\_\_ **Number of Supervisors/Leaders:** \_\_\_\_\_

**Number of Centre Region Residents:** \_\_\_\_\_ **Fees Charged to Participants:** \$ \_\_\_\_\_ per \_\_\_\_\_

**6. Group & Contact Information:**

**Group Name:** \_\_\_\_\_

**Group Address:** \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_ **Relationship to Group:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Day Phone:** \_\_\_\_\_ **Evening Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*On behalf of this group, I understand all procedures associated with this request and accept the legal/financial responsibilities involved in the use of Centre Region Parks and Recreation sites.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Based upon this request (and other requests), official forms will be provided, indicating approved dates, times, facilities and fees.  
(Continued, turn over)*

## OUTDOOR FACILITY REQUEST FORM

1. Sport seasons are defined as below; this schedule shall act as a priority guide in issuing facility permits:

Winter (January-March).....FIELDS CLOSED/NOT AVAILABLE

Spring/Summer (April-August).....Softball, Baseball, Soccer, Tennis, Lacrosse, Aquatics

Fall (September-December).....Soccer, Football

2. The request procedure:

- All recreation-related requests must be submitted to Centre Region Parks and Recreation in writing by a specific date prior to their “season” :
    - Winter (January-March).....December 1 application deadline
    - Spring/Summer (April-August).....March 1 application deadline
    - Fall (September-December).....August 1 deadline application
  - CPRP compiles all requests and reviews the facility availability for that season. A region-wide schedule with staff recommendations is then prepared for review and approval by the CRPR Director.
  - CRPR notifies groups of final scheduling and provides the appropriate invoice and permit(s).
3. Uses of School District-owned facilities may be pre-empted for their own uses. Upon notification from District Officials, CRPR will relay this information to the appropriate group(s).
4. Groups shall take appropriate actions to maintain park security and investigate and/or prevent abuse of facilities. Groups will be held financially responsible for damages attributed to their use. CRPR may request a “Certificate of Insurance” from the group with respect to liability coverage.
5. Pursuant to Municipal Authority policies, appropriate fees may be charged to groups utilizing municipal and district facilities which, in the opinion of agency officials, impose excessive and/or unusual costs (maintenance or operational) on the agency or the host municipality.
6. “Let’s Be Honest...” In requesting uses of facilities, please be realistic. Do not ask for facility uses in excess of group requirements. Also, please explain what your group will be able to accomplish with the time you have requested (number of teams involved, games and practices per team per week).
7. The Agency’s determinations regarding seasonal schedules will reflect our commitment to providing a comprehensive, yet balanced offering of leisure opportunities. Additionally, final approvals will reflect a concern for the increased costs of facility operations, along with the increased demand for facilities. We look forward to your cooperation.

Centre Region Council of Governments

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