

OUTDOOR FACILITY REQUEST FORM

For Group Uses of Centre Region:
- Municipal Park / Sportfield Areas
- Leased Sportfield Sites
- Community Swimming Pools

Centre Region Parks & Recreation
2643 Gateway Drive #1
State College, PA 16801 (814) 231-3071 Fax 814.235.7832

- Before proceeding, please read the Reservation Policies & 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 form 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 for details.

1. Requested Site (Please check one):

Wherever available or appropriate

Municipal Park (name): _____

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, pavilion, swimming pool, restrooms, etc.):

3. Requested dates, days, and times:

DATES (starting & 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/wk., etc.):

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

5. • Age range of participants: _____ • Number of participants: _____
• Number of Centre Region Residents: _____ • Number of Supervisors/Leaders: _____
• 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 & Recreation sites.

Signature: _____ **Date** _____

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

(Continued, 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 (Jan.-Mar.):	(Fields Closed / Not available)
SPRING/SUMMER: (April-Aug.):	Softball, Baseball, Soccer, Tennis, Lacrosse, Aquatics
FALL: (Sept.-Dec.):	Soccer, Football

2. THE REQUEST PROCEDURE:

- All recreation-related requests must be submitted to Centre Region Parks & Recreation in writing by a specific date prior to their “season”:
WINTER (Jan.,Feb.,Mar.): December 1 application deadline
SPRING / SUMMER (Apr.-Aug.): March 1 application deadline
FALL (Sept.-Dec.): August 1 application deadline
 - CRPR 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
CENTRE REGION PARKS & RECREATION
2643 Gateway Drive #1, State College, PA 16801
(814) 231-3071 Fax 814.235.7832
www.crpr.org crpr@crcog.net