



# Borough of Montoursville

County of Lycoming

617 N. LOYALSOCK AVENUE  
MONTOURSVILLE, PA 17754-1331  
Incorporated 1850

Telephone  
(570) 368-2486

Fax  
(570) 368-1711

[www.montoursvilleborough.org](http://www.montoursvilleborough.org)

## PAVILION USER AGREEMENT/RECEIPT

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ NUMBER OF EXPECTED ATTENDEES: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ONE TIME RESERVATION FOR EXCLUSIVE USE OF PAVILION NUMBER: \_\_\_\_\_

HOURS: (CIRCLE ONE) 8:00AM TO 2:00PM OR 3:00PM TO CLOSE OR ALL DAY ON \_\_\_\_\_

\*NOTE\* PARK HOURS FROM OCTOBER 1 THROUGH MARCH 31 ARE 8AM TO 9PM DAILY

WILL YOUR OCCASION BE OPEN TO THE PUBLIC? YES \_\_\_\_\_ NO \_\_\_\_\_

WILL YOU BE HAVING ANY OUTSIDE VENDORS? EX. TENT RENTAL, BOUNCE HOUSE YES \_\_\_\_\_ NO \_\_\_\_\_

ANY TEMPORARY STRUCTURES YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES PROVIDE VENDOR NAME AND COPY OF CONTRACT AND MUST PROVIDE LIABILITY INSURANCE FROM THE VENDOR AND ALL ENTITIES MUST BE SHOWN AS A COVERED INSURER ON INDIVIDUAL FORMS. EX BOROUGH OF MONTOURSVILLE, JANE SMITH

In utilizing the park(s) and park pavilion(s) within the Borough recreation areas, any person(s) hereby agree to the utilization of the premises as is and hereby waive and relinquish any and all claims against the Borough arising out of or in any way connected with the utilization of Borough premises or facilities. Further, any person(s) utilizing the Borough park(s) and facilities hereby agree to indemnify, save and hold harmless the Borough of any and all liability claims, demand, suits, actions or attorney's fees for injuries, whether same are personal injury or property damages arising out of or in any way connected with the utilization of the Borough property or facilities.

I, the undersigned pavilion user hereby acknowledge that I have received a copy of the Park Regulations. I further understand and agree with the above Pavilion Use Agreement.

Applicant Sign \_\_\_\_\_

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

Please initial that you have received the following

Event Permit \_\_\_\_\_ Pavilion User Agreement \_\_\_\_\_ Tobacco-Free Policy \_\_\_\_\_

BOROUGH REPRESENTATIVE

RECEIPT #

## **MONTOURSVILLE BOROUGH PARK AND RECREATION AREAS**

### **RULES AND REGULATIONS**

#### **PARK HOURS:**

1. BETWEEN 8:00 AM AND 9:00 PM DAILY. OCTOBER 1<sup>ST</sup> THRU MARCH 31<sup>ST</sup>.
2. BETWEEN 6:00 AM AND 11:00 PM DAILY, APRIL 1<sup>ST</sup> THRU SEPTEMBER 30<sup>TH</sup>.
3. Special authorized scheduled events may exceed this time period with prior approval from Borough Council.
4. Trespassing after hours is prohibited.

#### **VEHICULAR TRAFFIC:**

1. Operation of vehicles on area other than roadways, cart ways & parking areas is prohibited.
2. Parking of motor vehicles shall be in designated areas only.
3. All no licensed motorized vehicles are prohibited.
4. Operation of recreational vehicles such as minibikes, snowmobiles, all-terrain vehicles, go carts, etc. is prohibited.
5. Washing, repairing, servicing or abandonment of vehicles is prohibited.
6. Horses are especially prohibited and barred from any and all park properties.
7. All other laws pertaining to motor vehicles in general shall apply to vehicular traffic in the park & recreation areas.

#### **LIABILITY OF BOROUGH**

In utilizing the parks and parks' pavilions within the Borough recreation area, any person(s) hereby agree to the utilization of the premises as is and hereby waive and relinquish any and all claims against the Borough arising out of or in any way connected with the utilization of Borough premises or facilities. Further, any person(s) utilizing the Borough parks and facilities hereby agree to indemnify, save and hold harmless the Borough of and from any and all liability claims, demands, suits, actions or attorney's fees for injuries arising out of or in any way connected with the utilization of the Borough property of facilities.

#### **RESERVATION FEES:**

Use fees shall be set by Borough Council from time to time by Resolution. A schedule of these fees can be obtained at the Borough Office, 617 N. Loyalsock Avenue, Montoursville, PA 17754.

#### **PAVILIONS, AMPHITHEATER AND OPEN AREAS:**

1. The pavilions, amphitheater and open areas within the parks are available to the public for exclusive use, provided that reservation is made for the use of the facilities with the Borough Secretary, and a user fee shall be paid in advance to the Borough of Montoursville.
2. Reservations shall be made by contacting the Borough Secretary, who shall grant a permit to use the same on a first come first served basis. Contact can be made at 617 Loyalsock Avenue, Montoursville, PA or by telephone at 570-368-2486. The Borough Office is open Monday through Friday, 8:00 am to 4:30 pm.

## PARK AREA AND FACILITIES:

1. Only charcoal fires and portable gas fired grills shall be permitted. Open burning or pit fires is prohibited.
2. Use or possession of alcoholic beverages or controlled substances is prohibited. Persons under the influence of alcohol or controlled substances may be prohibited from entering or using the park.
3. Abusive, indecent or threatening language or any indecent act shall be prohibited.
4. Hunting, shooting, trapping or carrying of firearms, air rifles, bows & arrows, slings, slingshots, fireworks and any other weapon shall be prohibited.
5. Pets must be on a leash of not more than six (6) feet in length unless otherwise prohibited and all droppings must be cleaned up.
6. All trash, garbage and litter shall be deposited in the refuse cans provided. Scattering, dropping, dumping or leaving any trash, litter or substance of any kind or polluting any matter into park waterways and any portion of any park by any person is prohibited.
7. Intentionally breaking, cutting down, removing or in any manner injuring or defacing any ornament, tree, plant, shrub, fern, flower or turf is prohibited.
8. Damaging, destroying, defacing, adding to or removing from any park property, including equipment, facilities and the natural environment, is prohibited.
9. No person shall deface or destroy any notices, rules or regulations for the regulation of the park system posted or in any manner permanently fixed within the limits of same.
10. Disturbance of water flow in streams, pools, ponds or basins is prohibited.
11. Disturbance of birds nest, eggs or any other wildlife habitat is prohibited.
12. Erection of any temporary or permanent structure, such as tree houses or platforms, clubhouses, goal post, fences, tents, etc., is prohibited unless written authorization by Borough Council is provided.
13. Modifying any present structure or facility is prohibited without the written authorization from the Borough Secretary.
14. Foot or bicycle traffic in unlighted areas after sundown shall be prohibited.
15. Playing of any games involving thrown or otherwise objects such as balls, stones, arrows, javelins, horseshoes, quoits or model airplanes is prohibited except in those areas set apart for such forms of recreation. Golf is especially prohibited within the parks. The playing of rough or comparatively dangerous games, such as football, baseball & lacrosse, is prohibited, except on the fields and courts or areas provided therefor, roller skating & skate boarding shall be confined to those areas specifically designed for such past time.
16. Unauthorized use of special facilities for other than there intended design or use is prohibited.
17. Use of specialized equipment such as generators or sound systems must have prior approval from the Borough Secretary.
18. Commercial traffic, soliciting & advertising commercial traffic, the posting of signs, the distributing, selling, servicing or renting of any commodity whatever or soliciting for any purpose is prohibited.
19. The gathering or meeting of any kind assembled through advertisement shall not be permitted in the park or recreation facility without written authorization from Borough Council.
20. The sale of food or retail items in the park areas is prohibited without prior approval from the Borough Secretary.
21. Swimming in any pond or stream within the park is prohibited.
22. Watercraft utilizing electric motors or those which are human propelled are allowed, however combustion engines are prohibited.
23. Overnight camping is prohibited unless authorized by Borough Council.
24. Horses or ponies unless otherwise written authorization is obtained from Borough Council.
25. Failing to leave any park and recreation area when directed to do so by a member of the Montoursville Borough Police Department is prohibited.

## **VIOLATIONS AND PENALTIES:**

1. Any person violating any of the foregoing sections or subsections of this ordinance shall, upon conviction thereof, of a summary proceeding before a District Justice, be sentenced to pay a fine of not less than fifty dollars (\$50.00) nor more than three hundred dollars (\$300.00).
2. In addition to the above, the Recreation Committee and Borough Council, in lieu or in addition to the above penalties, may impose restrictions or limitations on the permit granted to such persons. The permit may be revoked and the deposit forfeited to the Borough.
3. Any person who violates any of the foregoing rules and regulations to the injury of Borough property or to the person or property of any person shall be liable for such injury in addition to payment of fines and penalties set forth in this section. This section shall not be construed to limit such liability in any manner.
4. Any person(s) utilizing the pavilions within the borough park areas in the Borough of Montoursville without a permit, who do not relinquish such pavilion to any person(s) possessing a valid permit as issued by the Borough Secretary of the Borough of Montoursville, shall be guilty of a summary offense and shall be sentenced to pay a fine of not less than fifty dollars (\$50.00) nor more than three hundred dollars (\$300.00), said amount to be set by the District Magistrate.
5. Any person(s) utilizing the pavilions within the Borough recreation area shall be responsible for any damage caused to the Borough property or the Borough facilities and shall clean the area prior to leaving.
6. Any person(s) failing to clean the premises prior to leaving shall be guilty of a summary offense and shall be sentenced to pay a fine in an amount set by the District Magistrate.

## **\*\* REFUND POLICY \*\***

1. **100% refund given if the Borough is notified 60 days prior to the event**
2. **50% refund given if the Borough is notified 30 days prior to the event**
3. **No refund given if notice is less than 30 days prior to the event**
4. **A \$ 10.00 processing fee will be deducted from any refund**

**BOROUGH OF MONTOURSVILLE**  
**LYCOMING COUNTY, PENNSYLVANIA**  
**TOBACCO-FREE RECREATION AREA POLICY**

**PURPOSE**

The purpose of this policy is to provide a clean, healthy and smoke free environment in which children and adults may engage in recreation. Borough Council believes that tobacco use in proximity of children and adults engaging in or watching recreational activities is unhealthy and detrimental to the health of others. Once consumed in public places, tobacco products are often discarded in an unhealthy and unsightly manner. Therefore, Borough Council deems it wise to prohibit tobacco use in the Borough's recreation areas.

**TOBACCO-FREE RECREATION AREAS**

The Borough of Montoursville does not allow any tobacco use as Indian Park or at the Mill Street recreation area, including the boat launch. This includes all playgrounds, parking lots, pavilions, athletic fields, spectator areas, concession areas and other open spaces owned by the Borough at those locations. No employee, spectator, program participant or any other person may use tobacco products in these areas.

**COMPLIANCE PROCEDURES**

The emphasis on enforcing this Tobacco-Free Recreation Area Policy is through voluntary compliance. However, the following shall apply to Indian Park and the Mill Street Recreation area:

1. To the extent reasonably possible, the Borough-owned playgrounds, parking lots, pavilions, athletic fields, spectator areas, concession areas and other open spaces at Indian Park and the Mill Street recreation area shall be posted with signs indicating that those spaces are tobacco-free environments.
2. Borough staff shall inform all organizations using Indian Park and the Mill Street recreation area of this policy.
3. As staffing reasonably permits, Borough staff will make periodic observations of activities at Indian Park and the Mill Street recreation area to monitor compliance and to help promote awareness of the policy.

**THIS POLICY SHALL BE POSTED CONSPICUOUSLY AT THE BOROUGH OFFICE ON A PUBLIC BULLETIN BOARD.**

This policy shall take effect February 1, 2014