



From the desk of  
Karen A. Sweeney, CPRP, CPSI, CPP  
Director of Parks & Recreation

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**TO:** Non-Profit Seasonal Athletic Organizations/Associations  
**DATE:** January 8, 2025  
**SUBJECT:** 2025 Field/Facility Use Application  
**Cc:** Dave Tomoko, Director of Operations / Chris Mason, Park Superintendent / Christian Farrell, CRC-Court Manager / Cortnie Jones, Program Manager

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**Important Notice:**

A major park improvement project is under construction in Central Park. Parking is extremely limited and must be taken into consideration relative to all park uses – Carpooling is recommended. Internal Township events and activities take priority in all cases. Project Completion is anticipated June/July 2025.

Field Change: Central Park Field Numbers have changed. Fields #1 and #2 are accessible via Wells Road. Fields #3 and #4 are accessible via New Britain Road. Please note that Field #1 has been taken out of service for 2025.

Happy New Year! it's time to look toward the upcoming athletic seasons. Included in this correspondence are the 2025 Facility Use Application forms. For permit consideration, all requests and completed paperwork must be submitted to the Director of Parks and Recreation no later than **February 10, 2025**.

We strive to provide a fair and adequate distribution of field space, however, please be aware we do not guarantee the ability to honor all requests as submitted.

Permits will not be released, nor facility access authorized, until all required paperwork, certificate of insurance, payment and practice/game/camp schedules are submitted.

Organizations submitting first-time applications will be considered based upon availability after returning organizations have been scheduled.

Please use the following list to ensure all materials are included in your submission. Incomplete submissions will experience a delay in processing and not be reviewed until all material are received.

Required submission materials include:

- 2024 Organization Recap Form
- 2025 Seasonal Application Form - Please submit separate forms for each season)
- 2025 Organization game/practice schedule (must include field location, day, date, time, and team)
- 2025 Maintenance Memorandum of Understanding
- Updated Child Abuse Clearance and Background Check Verification Form
- Updated COVID 19 PA/CDC Compliance Verification Form
- Current Certificate of Insurance naming Doylestown Township as an additional insured. Users of Turk Park users must ensure that both Doylestown Township and County of Bucks are specified as additional insured. The organization's name MUST be clearly identified on the certificate.
- A single designated contact person clearly identified.
- All fees are as assigned per invoice which will be issued to the organization.
- A security deposit may be required at the discretion of the township.

Fees are calculated in accordance with the Township Fee. Fees are not prorated. Add-on dates/times will be calculated at the supplementary weekly rate.

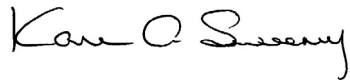
Please note that tournaments and/or other league special events are considered separate from regular seasonal play and are subject to protocols and fees as specified. Rain dates are not scheduled unless coordinated with the township relative to field availability.

The *Special Event Application* is available for download at [www.doylestownrec.org](http://www.doylestownrec.org) (Documents & Forms). This form (and all required attachments) is required for organization/league events outside of general seasonal uses.

Doylestown Township functions and events take precedence over all pending and/or authorized uses. The township reserves the right to decline or adjust any previously approved application as deemed necessary.

If you have any questions, please feel free to contact me at 215-348-9915.

Karen

A handwritten signature in black ink that reads "Karen A. Sweeney". The signature is written in a cursive, flowing style.

Karen A Sweeney, CPRP, CPSI, CPP  
Director of Parks & Recreation

Enclosures



# 2024 Annual League Recap/Intro Form

Doylestown Township  
Parks & Recreation

All leagues/organizations authorized to utilize Doylestown Township facilities on a seasonal or continual use basis shall be required each year to submit a summary of activity. The recap form must be submitted along with the current Facility Use Application as part of the annual approval process. First-time leagues/organizations are required to submit this form with their initial application as a baseline snapshot of their organization.

**Organization:** \_\_\_\_\_ **Sport:** \_\_\_\_\_

**Participation** (Use accurate numbers and percentages to reflect Doylestown Township Residency, not just 18901 zip code):

Total Participants: \_\_\_\_\_ Doylestown Twp. Residents: # \_\_\_\_\_ / % \_\_\_\_\_ Non-Twp. Residents: # \_\_\_\_\_ / % \_\_\_\_\_

No. of teams assigned to Doylestown Township Fields: \_\_\_\_\_ Average # of participants per team: \_\_\_\_\_

**Check One of the following** (must be completed):

- No Township residents are **not** excluded from participation in this league/organization
- Township residents **are/may be** excluded from participation in this league/organization

**Programs/Services Provided** (I.e., program: soccer: G-U12, participants: 120):

<u>Program category</u>	<u>Ages:</u>	<u>Program:</u>	<u>Participants:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Facility Usage** (based on actual 2024 usage):

Days of use:  Mon.  Tue  Wed  Thu  Fri  Sat  Sunday  M-F  S-S

Times of use:  Morning (only)  Afternoon (only)  Evening (only)  Combination

Location:  Turk Park I  Turk Park II  Turk Park III  Central Park  Sauerman  Combination

Purpose:  Practice  Games  Games  Tournament  Other \_\_\_\_\_

**Coaches/Supervision:**

# Per Team (average): \_\_\_\_\_ # Coaches Under 18 years of age: \_\_\_\_\_

# With Coaching Certification(s): \_\_\_\_\_ # Coaches without Training: \_\_\_\_\_

# With First Aid/CPR Certification: \_\_\_\_\_ # Coaches w/ PA Clearances \_\_\_\_\_

Other League required certification and/or /training courses provided to coaches: \_\_\_\_\_

**To the best of my knowledge I attest the above information to be correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized league Representative/Official)

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

# 2025 Seasonal Field/Facility Request Form

Doylestown Township

This form must be completed legibly and returned by **February 9th** to *Doylestown Township, 425 Wells Road, Doylestown, PA 18901*. Returning organizations will receive first priority based upon historical usage. Others will be considered as space is available.

**Submit a separate form for each season requested (check appropriate box):**

- Spring (March 17- June 8)       Summer (June 9 - August 31)       Fall (Sept. 1 - Nov. 23)

Organization \_\_\_\_\_  Township-based (50% Dtwp residents)     Non-Township-based  
 Contact Person \_\_\_\_\_ Email Address \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone (day) \_\_\_\_\_ Telephone (cell) \_\_\_\_\_  
 Purpose of Request \_\_\_\_\_

**Facilities Requested: Identify specific fields** (requests as submitted are not guaranteed. Township programs take preference)

- Central Park: \_\_\_\_\_  
 Turk Park 1: \_\_\_\_\_  
 Turk Park 2: \_\_\_\_\_  
 Turk Park 3: \_\_\_\_\_  
 Sauerman Park: \_\_\_\_\_  
 Other: \_\_\_\_\_

**Day, Date, Times Requested**

DAYS	Dates		Times		CHECK APPLICABLE (if other, specify)		
	Start	End	Start	End	Practice	Game	Other
<input type="checkbox"/> Monday							
<input type="checkbox"/> Tuesday							
<input type="checkbox"/> Wednesday							
<input type="checkbox"/> Thursday							
<input type="checkbox"/> Friday							
<input type="checkbox"/> Saturday							
<input type="checkbox"/> Sunday							

- Fees are calculated at the seasonal rate and are not prorated. Permits will not be issued until all required paperwork and fees are received.
- Field use is not be permitted until required paperwork, schedules and insurance are received. Complete schedules (dates and times for practices/ games) **must** be submitted prior to the start of each season.
- Township sponsored/approved events will take precedence over all other activities. From time to time other functions deemed appropriate by the township may take precedence over scheduled field usage. The organization will be notified in advance of any changes to their previously approved scheduled.
- The Township reserves the right to close any facility due to weather or other conditions as deemed necessary.
- Doylestown Township-based and returning organizations in good standing will be given priority over new applicants.

*The individual, group or organization acknowledges having received and read Doylestown Township Ordinance No. 266 - relating to Park System Rules and Regulations and agrees to abide by all rules and regulations set forth in said ordinance. The organization further agrees to leave the site in a clean and orderly condition after each authorized use, and to cooperate with any Township official requesting the user to act in accordance with the above stated guidelines. Full responsibility for any damage to property or persons is assumed by the undersigned as an agent for the sponsor of the event or use. The Township, its officials, employees, agents, and volunteers shall be saved harmless from any claim and/or liability hereby arising out of, or in connection with the function, activities and uses of requested premises.*

**We further affirm that (check one of the following - Required):**

- No township residents are **excluded** from participation in this league/organization/program  
 Township residents **are/may be** excluded from participation in this league/organization/program

Signature of Applicant \_\_\_\_\_ Affiliation with Organization \_\_\_\_\_

Township Use Below  
Line

- Seasonal Usage:       Yes       Fee Assigned \$ \_\_\_\_\_  
 Usage Fee Camps:       Yes       Fee Assigned \$ \_\_\_\_\_  
 Other:       Yes       Insurance Cert. /  Received:     Yes     No



Doylestown Township Parks & Recreation  
Child Abuse Clearance and Background Check Verification  
Third Party Field/Facility/Event Applicant

On behalf of \_\_\_\_\_ (organization)

I, \_\_\_\_\_ (authorized representative), swear and affirm  
that;

The above named organization its employees and volunteers are in compliance with the *PA CPSL and Pa. Department of Human Services mandated clearances and/or training as required for employees and/or volunteers who have direct contact or routine interaction with children.*

The above named organization assumes full and complete responsibility for programs and/or facility use as authorized via permit issued by Doylestown Township.

Please check one of the following:

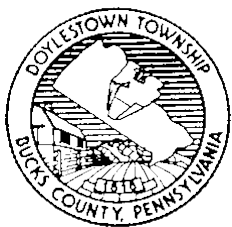
- Minor children are left under the direct supervision of staff and/or volunteers during this program/event/facility use.
- Minor children are never left under the direct supervision of staff and/or volunteers during this program/event/facility use (i.e., parents, legal guardian, etc. are present at all times during the program/event).

Organization: \_\_\_\_\_

Name (print): \_\_\_\_\_ Position: \_\_\_\_\_

Email \_\_\_\_\_ Phone (d) \_\_\_\_\_

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



## Doylestown Township Parks & Recreation

### Maintenance Memorandum of Understanding

*Required by all Authorized/Permitted Field/Facility Users*

Doylestown Township will provide general park maintenance of the facilities and fields including weekly mowing, trash removal (twp. Containers only), and regularly scheduled township comfort facility cleaning. Excessive wear and tear, littering, abuse/damage of any fields and/or facilities will result in additional restoration/damage fees. Additional maintenance, at the organizations expense, may be requested by the applicant and is subject to the townships authorization and/or ability to accommodate such requests.

The applicant will provide all maintenance relative to their event such as field preparation, lining of the fields, setting of bases, goals, corner flags, restoration from tent placement, trash removal, porta-potty placement and removal, etc. relative to the conditions and term of the approved permit.

Motorized vehicles are not permitted (other than designated parking areas) on park fields or surrounding grass areas for the preparation of athletic fields or any other activities unless specific prior approval is obtained from Township.

No modifications/improvements shall be made without the Township's prior approval. Any request to modify or improve park/facilities shall be submitted in writing for review by the Township at least 60 days prior to anticipated work date.

Any portable structures (i.e., fences, backstops, batting cages, tents, porta-potties, temporary structures, etc.) must be approved by the Township prior to installation and must be removed by the organization immediately following the expiration of the permit or within conditions established within the permit or the Township is authorized to remove such items at the applicant's expense.

The Township will make regular site visits throughout the approved timeframe.

Damage/maintenance other than normal wear and tear (including as a result of use during times of inclement weather), the applicant will be solely responsible for restoration/maintenance as specified by the Township. The applicant shall provide all labor and materials to correct such damage, or pay all associated fees assessed by the Township to have damage corrected.

No permanent structure or equipment shall be erected on Township facilities unless approved by the Township and dedicated for community use.

The Township may cancel, postpone and/or schedule "down time" at any time for preservation of facility condition and/or maintenance as needed. Every attempt will be made to limit these closures to periods before and between active season timeframes.

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Authorized League Representative

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Date/s

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Purpose of field facility Use

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Organization

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Authorized League Representative

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Date

DOYLESTOWN TOWNSHIP - 2025 FEE SCHEDULE

<b>DOG PARK</b>		
	<b>Resident (Doylestown Township or Borough)</b>	<b>Non-Resident</b>
Membership (up to 2 Dogs)	\$ 55.00	\$ 65.00
Additional Dog(s)	\$ 15.00	\$ 20.00
Senior Members (65+)	\$ 50.00	\$ 60.00
Senior Member Additional Dog(s)	\$ 15.00	\$ 20.00
Additional Key Fob/ Replacement (one per household)	\$ 20.00	\$ 20.00
Special Events/ Rentals	see External Special Events	

\* Doylestown Dog Park - Membership Required

<b>SEASONAL ORGANIZED ATHLETIC (game/ practice)</b>			
<b>Seasons:</b> Spring (March 17-June 8) I Summer (June 9 -August 31) I Fall (September 1 - November 23)			
<b>Weekly Usage</b>	<b>Resident/ Non-Profit**</b>	<b>Non-Resident/</b>	<b>For Profit / Commercial</b>
One day per week	\$ 550.00	\$ 600.00	\$ 650.00
Two days per week	\$ 775.00	\$ 825.00	\$ 875.00
Three days per week	\$ 835.00	\$ 885.00	\$ 935.00
Four days per week	\$ 925.00	\$ 975.00	\$ 1,025.00
Five days per week	\$ 1,015.00	\$ 1,065.00	\$ 1,115.00
Six days per week	\$ 1,175.00	\$ 1,225.00	\$ 1,275.00
Seven days per week	\$ 1,260.00	\$ 1,310.00	\$ 1,360.00
Rectangular Fields (multi-goal set up per traditional field)	Add \$500.00 per field		
Split Season Exception	Add \$250.00 per field		
Split Season Exception (baseball)	12-week maximum		
<b>Security Deposit</b> (required)	\$500.00 per season		
<b>Facility/ Field damage restoration</b> due to excessive misuse, damage, etc.	Reimburse all costs incurred by the Township		

<b>Park Grounds (non-field/ court)</b>			
Cross Country/ Track Practice.	\$200.00 I season	\$250.00 I season	\$300.00 I season
Cross Country Meet	\$80.00 I date	\$90.00 I date	\$100.00 I date

DOYLESTOWN TOWNSHIP - 2025 FEE SCHEDULE

**SEASONAL ORGANIZED ATHLETIC (game/ practice)- Continued**

**Seasons:**Spring (March 17-June 8) | Summer (June 9 -August 31) | Fall (September 1 - November 23)

- \*Township internal use takes priority on all facilities. Organizations will be notified of schedule changes as promptly as possible.
- \* Seasonal permits will be issued only in relation to official league game/ practice schedules.
- \* Fees are based on established 12-week seasons.
- \* Supplemental weeks, before or after established season (up to 5 weeks), will be billed at the weekly per field rate. Requests over 5 weeks will be charged at the additional seasonal rate.
- \* Cross-Season requests (diamond fields only) may not exceed 12 weeks in total. A cross-season fee will be added per field as due to prevention of use by other organizations/groups.
- Seasonal multi-day requests will be given priority over supplemental weekly requests.
- Permitted organizations may not rent, sublet or authorize use to any other individual, group or enterprise for any reason. Non-compliance will result in forfeiture of permit without refund.
- Returning organizations are given right of first refusal (ROFR) for prior field access. Surrendered fields, by any organization, will be released to other applicants who will become the ROFR applicant forward.
- \*Tournaments/special events require a Special Event Application and permit. Billing is separated and will be billed separately.
- \* No signs, banners or other advertisements may be posted without Township approval.

**EXTERNAL SPORTS CAMP**

**Note:** Camp rentals will not be considered if a similar program/camp is being offered through the Park & Recreation Department. Providers interested in offering camps through the Park & Recreation Department must submit a program proposal form. No refunds. Make-up dates due to inclement weather may be scheduled, as available.

Weekly Usage	Resident/ Non-Profit**	Non-Resident /	For Profit / Commercial
Rectangle and Diamond fields	\$ 50.00	\$ 55.00	\$ 70.00
Basketball	\$ 25.00	\$ 30.00	\$ 45.00
Tennis	\$ 20.00	\$ 25.00	\$ 40.00
Pickleball	\$ 15.00	\$ 20.00	\$ 35.00
Bocce	\$ 15.00	\$ 20.00	\$ 35.00
<b>Security Deposit (required)</b>	\$100.00		

**EXTERNAL SPECIAL EVENT APPLICATIONS (RUNS, WALKS, FESTIVALS, TOURNAMENTS, etc.)**

<b>Application Fee (non-refundable)*</b> - Required for all events	\$ 50.00
* Fully completed application received 60 days prior to event	\$ 100.00
* Fully completed application received 31-59 days prior to event	\$ 150.00
* Fully completed application received <30 days prior to event	\$ 200.00
<b>Security Fee</b> - Required for all events (modification possible depending on proposal)	\$ 500.00



## 2025 Field/Facility Use Restrictions & General Information (revised 1.10.25)

### **Important Notice:**

A major park improvement project is under construction in Central Park. Parking is extremely limited and must be taken into consideration relative to all park uses – Carpooling is recommended. Internal Township events and activities take priority in all cases. Project Completion is anticipated June/July 2025.

**Field Change:** Central Park Field Numbers have changed. Fields #1 and #2 are accessible via Wells Road. Fields #3 and #4 are accessible via New Britain Road. Please note that ***Field #1 has been taken out of service for 2025.***

## **FACILITY USE RESTRICTIONS**

**Contact/Coordination:** Doylestown Township works directly with the designated league contact person only; all correspondence, requests, etc. will be made through this individual. Other requests, i.e., coaches, etc. will not be entertained.

**Doylestown Township Facility Use Restrictions:** League game/practice schedules must be adjusted in accordance with date/time restrictions specified; Non-compliance will result in termination of the permit for the season. It is the sole responsibility of the organization to ensure that all coaches, officials, parents, visiting teams etc. are adequately notified.

The Township’s primary contact will be notified immediately of any modifications and/or additions to the schedule that may affect facility availability. Township sponsored activities/events take precedence over all other uses. Non-compliance may result in termination of the permit, without refund.

**Restricted Dates:** This schedule is fluid and Subject to change. **Athletic schedules must be modified accordingly -** Every attempt has been made to accurately reflect these dates in the schedule below and is subject to change/update with limited notice.

### **CENTRAL PARK:**

Sundays	Apr 27-June 22	Adult Kickball	Multipurpose Field #1	(closed for external use)
Saturday	May 17	Touch A Truck	Amphitheater Lot	No Field Access (all)
Wednesday	May 28	CBSD Concert	Amphitheater	No Field Access (all)
Wednesday	June 4	Concert:	Amphitheater	No Field Access (all)
Wednesday	June 11	Concert:	Amphitheater	No Field Access (all)
Wednesday	June 18	Concert:	Amphitheater	No Field Access (all)
Wednesday	June 25	Concert	Amphitheater	No Field Access (all)
Friday	June 27	CBSD Acapella	Amphitheater	No Restrictions
Wednesday	July 9	Concert:	Amphitheater	No Field Access (all)
Wednesday	July 16	Concert:	Amphitheater	No Field Access (all)
Wednesday	July 23	Concert:	Amphitheater	No Field Access (all)
Wednesday	July 30	Concert:	Amphitheater	No Field Access (all)
Tuesday	August 5	National Night Out	Admin and CP	No field/facility access (all)
Wednesday	August 6	Concert:	Amphitheater	No Field Access (all)
Wednesday	August 13	Concert:	Amphitheater	No Field Access (all)
Wednesday	August 20	Concert:	Amphitheater	No Field Access (all)
Wednesday	August 27	Concert:	Amphitheater	No Field Access (all)
Sunday	September 21	Food Truck Fest	Central Park	No field/facility access (all)
Friday	Sept 26	LLS Light the Night	Central Park	No Field Access Flds.#2 and #3
Saturday	Sept 27	LLS Light the Night	Central Park	No Field Access (all)

### **TURK PARK:**

Mondays	Apr 21-Jul 2	T-Ball Program	Turk I	No Field 3 Access (4:30-7:30 pm)
Saturday	June 14	Rugby Tournament	Turk II	No field access
M-Th	June 16-19	Joey Sanky Lax Camp	Turk III (all)	No field access (9 am-1 pm)
M-Th	July 14-17	Joey Sanky Lax Camp	Turk III (all)	No field access (9 am-1 pm)

## GENERAL INFORMATION

*Note: Central Park **Field #1** has been taken out of service for 2025 - All seasonal and athletic organization uses are prohibited. CP Pavilion #1 is excluded from all athletic organization use permit.*

### **Contact/Coordination:**

Doylestown Township will work only with the designated league contact person; all correspondence, requests, etc. will be made through this individual. Individual requests from coaches, etc. will not be considered.

**Supplemental Field Work and/or Mowing:** All season athletic organizations wishing to provide supplemental field work and/or mowing are required annually to submit a written request specifying,

- Type of work/mowing proposed.
- Contactor name and contractor's certificate of insurance naming Doylestown Township as an additional insured
- Schedule of proposed work including work, day, dates, times, etc.
- All supplemental work/mowing of any type is prohibited without prior authorization by the Township.

### **Inclement Weather:**

In the event of inclement weather (i.e., rain, snow, draught, etc.) authorized user groups are expected to utilize due diligence pertaining to the use of assigned fields. Damage caused to any field/facility because of use during inclement weather will be the sole responsibility of the user group. All costs for repair of the field/fields will be charged back accordingly. The township reserves the right to close any and/or all fields as deemed necessary and will post closures at [www.doylestownrec.org](http://www.doylestownrec.org).

### **Rescheduling:**

In the event make up games are necessary; it is the responsibility of the designated contact person to submit a written request to the park and recreation department to confirm availability of a field and secure approval.

### **Trash and Litter:**

It is the responsibility of the permit holder to ensure that the fields are clear of trash and debris at the conclusion of each practice/game. Failure to clear the fields and place trash in the provided receptacles will result in additional maintenance fees being charged to the organization.

## **Parking & Facility Use Information**

### **Central Park**

- **Fields:** Central Park fields will be available for games/practice in accordance with approved schedules Practices. Activity other than authorized will result in termination of the league permit for the season without refund.
- **Parking:**
  - Speed Limit throughout Central Park is 15 MPH – All users are expected to adhere to this speed limit at all times.
  - Parking on the "Loop Road" (including drop-off is strictly prohibited and cars will be ticketed.
  - Entering the park from the exit of the loop road (nearest field #3) is prohibited.
  - NO vehicles are permitted on any field for any reason.
- **Pavilions:** Pavilion access/use **is prohibited** for all athletic organizations holding a seasonal use permit. Permits are issued for field use only. If an organization would like to utilize a pavilion the appropriate rental application and fees submitted, and rental permit secured.

### **Turk Park I & II**

- **Fields:** Turk Park fields will be available for game/practice in accordance with approved schedules and/or Practices only.
- **Parking:**
  - Parking on or along Almshouse and/or Turk Roads is prohibited.
  - Grass parking anywhere in the park is prohibited.

### **Turk Park III**

- **Parking:**
  - Driving/parking on the maintenance road (between Turk III fields and Dog Park), including drop-off is strictly prohibited.
  - Parking in spaces specified for Dog park is not permitted.

- The maintenance road does not go through to King Park. *Driving to King Park via the maintenance road from Almshouse Road to King Park (Warrington Township) will result in immediate termination of a permit without refund.*

**Conduct**

- ❖ Failure to comply guidelines as described will result in termination of league permit without refund.
- ❖ Disregard and/or confrontational behavior toward any township representative will result in loss of permit without refund.
- ❖ Activity other than authorized will result in termination of the league permit for the season without refund.