

## Hess Recreation Area (Hess Field) 2023 Facility Use Application

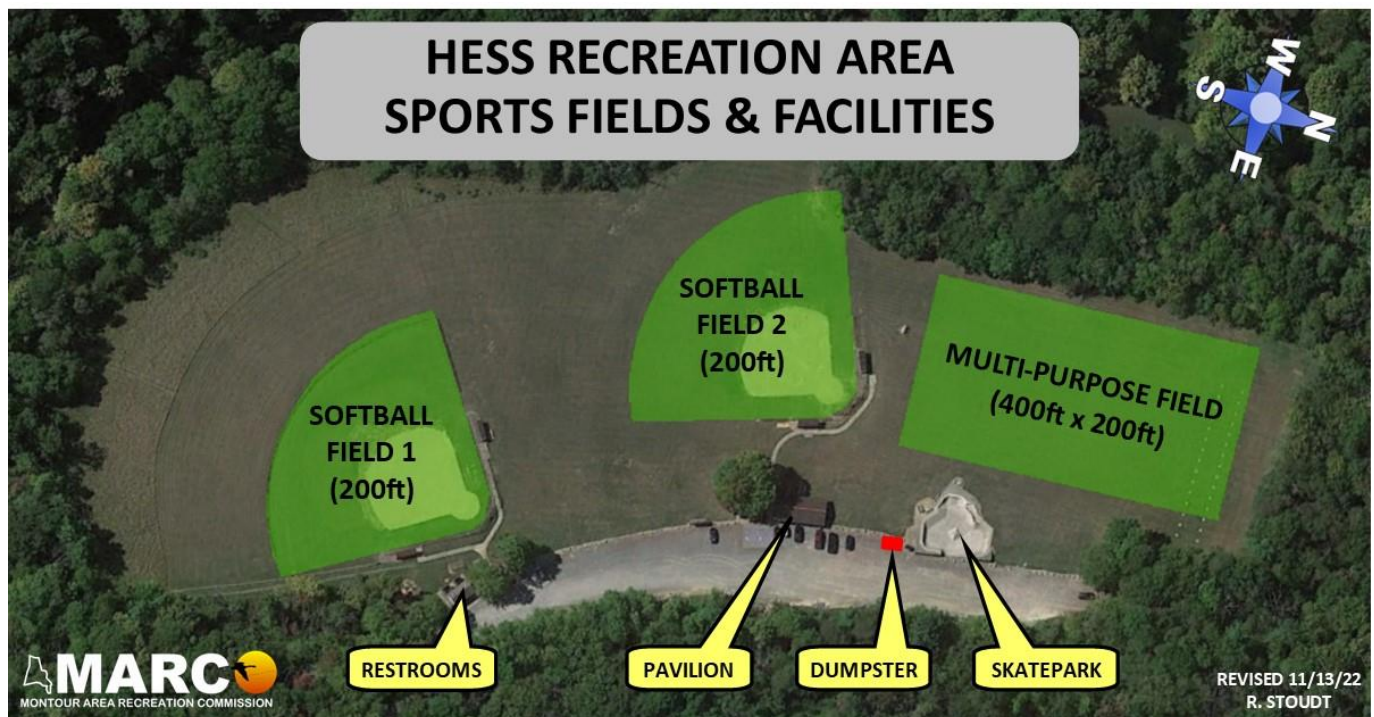
No fee is required to use the sports fields or other resources at the Hess Recreation Area (Hess Field) unless an individual or organization wishes to reserve one or more facilities for their exclusive use during some period of time. Individuals or organizations that have made reservations shall be allowed the exclusive use of the reserved facilities during the times requested; all other field users must yield the use of the facilities. **However, under no circumstances shall those who have made reservations be permitted to deny entry to the park, its skatepark, trails, restrooms, or other resources by other users; reservations entitle users only to the exclusive use of the sports field(s) and/or pavilion that they have reserved.**

Those wishing to make reservations of sports fields or the pavilion are required to submit the following application, along with the required fees and additional items as needed, to:

MARC | PO Box 456 | Danville, PA 17821

Copies of this application, an online calendar of events, and details about park resources may be found online at:

[www.MontourRec.com/schedule-a-field/](http://www.MontourRec.com/schedule-a-field/)



## **General Terms and Conditions**

Reservations may be made for either a single day/weekend special event or for a team season. Separate application forms are provided in this application package.

All individuals or organizations reserving facilities at the Hess Recreation Area, whether for a single day/weekend or a full season, shall be required to abide by the following terms and conditions:

### **Security Deposit**

Individuals or organizations (excluding Geisinger and its affiliated entities or those events co-promoted by the Montour Area Recreation Commission) wishing to reserve the use of one or more of the athletic fields at the Hess Recreation Area shall be required to provide a security deposit by cashier's check or personal check in the amount of \$500, payable to MARC, at least ten days before beginning use of the field(s). This requirement is not applicable to those reserving only the pavilion.

This security deposit shall be held by MARC until the reserved use has ended and MARC has inspected the field(s) and facilities for damages. Damages may include, but are not limited to: burns, ruts, destroyed turf, holes, excessive trash, and excessively dirty restrooms. If no damages are found, the deposit shall be refunded in full within ten (10) business days.

If damages are found, MARC will offer users the opportunity to repair the damages to MARC's satisfaction. If a field user disagrees with MARC's determination of damages, a third party contractor, recommended by the Borough of Danville and unaffiliated with either MARC or the field user, shall be requested to provide a written estimate of the damage repair cost. If users fail to repair the damages, MARC shall use some or all of the security deposit to repair the damages and reimburse any MARC time spent on the repairs (at a rate of \$35/hour) and/or \$125 for the removal of excess trash which will not fit into the park's dumpster. Any remaining funds from the security deposit shall then be returned to the field user. If repair and cleanup costs exceed \$500, field users listed on this contract agree to pay any additional amounts required to complete the repairs.

### **Proof of Insurance**

All organized team leagues, tournaments, races, or other special activities for which a fee is paid to participate shall be required to submit a valid certificate of insurance at least ten days before beginning use of the site. Certificates shall name the Montour Area Recreation Commission as an additional insured party, with coverage in the amount of not less than \$1,000,000 of general public liability insurance.

## General Rules

- No glass bottles
- No controlled substances
- No paint or other permanent markings may be used on park trails, roads, fields, or other surfaces unless otherwise permitted by MARC
- Fires are permitted only in the cooking grills, pavilion grill, and skatepark fire pit, unless otherwise permitted by MARC
- Park hours are dawn to dusk, unless otherwise permitted by MARC
- Team leagues, tournaments, races, or other large special activities assume all responsibility for event parking, including providing staff as needed to direct parking to ensure park user safety and park entry/exit
- Users shall place all trash into the park's dumpster; any trash which will not fit into the dumpster must be removed by the user
- Users shall leave the park, including restrooms, parking areas, etc., in good, clean condition
- Users shall contact MARC at (570) 336-2060 if any problems are found that negatively affect park users, except users should call 911 immediately for any serious or life-threatening situations
- All vehicles must be parked in the parking lot or along the west side of the park access road; PARKING MAY BE ALLOWED IN THE MULTI-USE FIELD IF WEATHER CONDITIONS ALLOW AND IF SPECIFICALLY APPROVED BY MARC

## Restrooms / Porta-Potties

Year-round men's and women's restroom facilities are located near the entrance to the park's main parking lot and are suitable for events with up to 100 attendees.

Events with anticipated attendance in excess of 100 must provide one porta-potty for each additional 50 attendees. At least one porta-potty must be handicapped-accessible. Porta-potties shall be placed in locations to be determined by MARC.

## Tents

Organizers may set up tents, start/finish arches, and similar items so long as such setup does not damage the turf. MARC may, at its discretion, allow vehicles to be driven onto fields for event setup and tear-down if weather conditions allow.

## Electricity

Electrical outlets are available in the pavilion, inside the storage shed beside the pavilion, and inside the restrooms. Electrical service is suitable for most basic uses, but crock pots or other devices which require more power may trip the circuit breakers. Organizers must provide generators for events with significant power demands.

### **Maximum Event Attendance**

In order to prevent damage to the park's infrastructure, special events shall be limited to a maximum of 250 attendees, including all organizers, volunteers, contractors, and participants.

MARC may, at its discretion, allow events to exceed the 250 limit if off-site parking, event shuttle service, and other measures are taken to protect park infrastructure.

### **Fees**

MARC uses two separate rate structures for reservation fees at the Hess Recreation Area: one for single day/weekend special events and one for team league seasons. Single day/weekend special event fees are flat rates as shown on page 5 of this application package. Team league season reservation fees are calculated by determining the total number of hours to be reserved for the season as shown on pages 6 and 7 of this application package.

NOTE: Fees for athletic fields are calculated per field; if your organization wishes to reserve more than one field, you will be charged a separate fee for each field.

**MARC Labor and Materials Surcharge:** Some special events require a significant amount of MARC time, labor, and materials for planning, setup, administration, and tear-down. MARC may, at its discretion, require an additional fee for some special events. Please contact MARC before submitting your application to determine whether a MARC Labor & Materials Surcharge fee will be required.

### **Geisinger Discounts**

As of January 1, 2020, there is no charge for any Geisinger department to use the facilities at the Hess Recreation Area or any other MARC-operated site.

Additionally, Geisinger employees will receive a 10% discount off any fees for personal use. Proof of employment may be requested.

## SINGLE DAY/WEEKEND (SPECIAL EVENT) APPLICATION (complete only this page)

Organization Submitting Application \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number (cell phone preferred) \_\_\_\_\_

Email Address \_\_\_\_\_

Date(s) of Requested Reservation \_\_\_\_\_

Times Requested (pavilion reserved in 2-hour increments) \_\_\_\_\_

### Facility Requested (check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> pavilion (\$25/2 hours)      | <input type="checkbox"/> multi-purpose field (\$150/day)     |
| <input type="checkbox"/> softball field 1 (\$150/day) | <input type="checkbox"/> all fields and pavilion (\$500/day) |
| <input type="checkbox"/> softball field 2 (\$150/day) |  |

\_\_\_\_\_ Check here if this reservation is for a Geisinger department. All fees are waived.

\_\_\_\_\_ Sum total of fees from above

\_\_\_\_\_ MARC labor & materials surcharge (if so required; contact MARC for applicability)

\_\_\_\_\_ Refundable security deposit fee (\$500; not applicable if only reserving the pavilion)

\_\_\_\_\_ 10% discount for Geisinger employees (proof of employment may be required)

\_\_\_\_\_ **Total Fee** (please make checks payable to MARC)

I have read and understand the general terms and conditions on pages 1 – 4 of this application and I agree to abide by and be bound by them. I further acknowledge that I may be required to provide proof of employment if I have claimed a 10% discount as an employee of Geisinger.

\_\_\_\_\_  
(applicant’s signature)

**STOP HERE** – Pages 6 and 7 of this application package are not applicable to single day / weekend special events.

Please mail this completed page, your certificate of insurance (if applicable), and a check payable to MARC to:  
MARC | PO Box 456 | Danville, PA 17821

## TEAM LEAGUE SEASON APPLICATION (complete pages 6 and 7)

Organization Submitting Application \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number (cell phone preferred) \_\_\_\_\_

Email Address \_\_\_\_\_

Date(s) of Requested Reservation \_\_\_\_\_

Times Requested (pavilion reserved in 2-hour increments) \_\_\_\_\_

**Facility Requested (check all that apply)**

**softball field 1**
 **multi-purpose field**

**softball field 2**

\_\_\_\_\_ Hourly use fee (from page 7)

\_\_\_\_\_ Additional hourly use fee (from page 7) (applicable only if reserving more than one field)

\_\_\_\_\_ MARC labor & materials surcharge (if so required; contact MARC for applicability)

\_\_\_\_\_ \$500 Refundable security deposit fee

\_\_\_\_\_ 10% discount for Geisinger leagues

\_\_\_\_\_ **Total Fee** (please make checks payable to MARC)

I have read and understand the general terms and conditions on pages 1 – 4 of this application and I agree to abide by and be bound by them.

\_\_\_\_\_  
(applicant's signature)

Please mail your completed application (pages 6 & 7), your certificate of insurance, and a check payable to MARC to: MARC | PO Box 456 | Danville, PA 17821

FACILITY REQUESTED: FIELD 1 \_\_\_\_\_ FIELD 2 \_\_\_\_\_ MULTI-USE FIELD \_\_\_\_\_  
 (PLEASE COMPLETE A SEPARATE COPY OF THIS PAGE FOR EACH FIELD BEING REQUESTED)

Hourly Use Fee Calculation							
Day of Week	Start Time	End Time	Daily Hours		# of Weeks in Season		Season Total for Day of Week
Monday				x		=	
Tuesday				x		=	
Wednesday				x		=	
Thursday				x		=	
Friday				x		=	
Saturday				x		=	
Sunday				x		=	
<b>Grand Total Season Hours</b>							

HOURLY USE FEE (combined season total use)			
Less Than 15 Hours	16 – 30 Hours	31 – 50 Hours	51 Hours or More
\$250	\$500	\$750	\$1,000