

**Bushkill Township**  
1114 Bushkill Center Road, Nazareth, PA 18064  
610.759.1250

## Park Facilities (Athletic fields & Pavilion) Reservation Policy

### Reservation:

- All persons/groups requesting use of Township-owned facilities must submit a “Park Facility Reservation Form”, along with the appropriate security deposit and rental fee to confirm the reservation.
- Cancellations should be reported to the township as soon as possible. Rental fees/security deposits will be returned as long as the township receives at least a two-week advance notice of a cancellation. (Weather cancellations will be issued a full refund)
- The person signing the reservation form is responsible for the condition and clean-up of the rented facility.
- The security deposit will be returned after the pavilion/field was been inspected.
- A “permit” will be issued as a confirmation of the reservation. The permit must be **present** during the event.
- Bushkill Township reserves the right to deny a request for reservation.

### Bushkill Township Recreation Center Rules & Regulations (posted on property):

- Alcoholic beverages prohibited
- ATV's and similar vehicles prohibited in park (this includes hover boards, segways, motorcycles)
- Park in designated areas only
- Hunting & trapping prohibited
- Animals prohibited (service/guide animals are welcome!)
- Offensive conduct prohibited
- Park closes at sunset

### General Guidelines:

- All posted rules and regulations of the park shall be applicable.
- Picnic tables, benches, or other items are not to be removed from the pavilion/athletic field.
- No open fires or fireworks are permitted on park grounds.
- All persons/groups reserving township facilities agree to assume all responsibility and liability for any damage to facilities and for any injury incurred through the use of the reserved facilities, and to release Bushkill Township of any responsibility for these losses, damage, and injury. Organizations will be required to provide a Certificate of Insurance as proof of liability coverage.
- Bushkill Township reserves the right to cancel use of athletic fields due to weather / field conditions.
- Facilities must be left in the same condition as before use. All trash/recycling must be put in the proper containers.

**Priority:** For the purpose of defining priority for reservations and the fees associated with them, there are 7 categories:

1. Bushkill Township and the Bushkill Twp. Recreation Board will receive priority use of Township facilities.
2. NABSA, Nazareth Soccer, other organizations permitted by the Rec Board
3. Township-based, non-profit organizations (including/not limited to youth and/or adult athletic leagues/scouts/service clubs/etc.)
4. Township residents for private use
5. Township-based businesses
6. Non-resident individuals
7. Non-resident non-profit organizations

**Fees:** (cash or 2 separate checks/money orders made out to Bushkill Township (Can be waived by the Rec Board))

	<b>Athletic Fields</b> (security deposit \$250)	<b>Pavilion</b> (security deposit \$100)
Category 2	tbd by rec board	rental \$50/day
Category 3	rental \$25 /day	rental \$50 /day
Category 4	rental \$50 /day	rental \$50 /day
Category 5	rental \$100 /day	rental \$100 /day
Category 6	rental \$100 /day	rental \$100 /day
Category 7	rental \$100 /day	rental \$100/ day

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### **Procedure for Organizations wishing to rent Bushkill Township athletic fields:**

- 1. Fill out the Facility reservation form and return to the township with your certificate of insurance.**

This will allow us to put you/your representative on the agenda for the next Rec Board meeting and to check for availability before the meeting. (Rec Board meets the 4<sup>th</sup> Wednesday of each month at 7 pm at the Township building.) Please allow yourself enough time before your requested date to attend a Rec Board meeting.

- 2. The Rec Board will consider the type of event you are having, the current condition of the requested field, the schedules of teams already playing on our fields, and other games/events going on that day. The Rec Board / Bushkill Township reserves the right to deny a request for reservation of a field.**
- 3. After gaining approval by the Rec Board, the organization must pay the security deposit and rental fees to hold the reservation.**
- 4. Failure to appear at a Rec Board meeting (without prior notice & rescheduling for the following month) for approval will result in an automatic denial of the request.**
- 5. ATHLETIC SPORTS TOURNAMENTS: Effective February 2026, all field requests for tournaments will require a \$500 security deposit in addition to rental fees. This deposit will be used toward extra port-o-john cleanings, extra garbage pick-up, and any other unforeseen expenses related to the tournament.**
- 6. ATHLETIC TRAINING CLINICS: Effective February 2026, all field requests for training/clinics will require a \$500 security deposit in addition to rental fees. This deposit will be used toward extra port-o-john cleanings, extra garbage pick-up, and any other unforeseen expenses related to the event. If payment is dependent on the headcount for the event, contact must be made 2 weeks before with a final count and payment needs to be received prior to the event.**