



**WILLISTOWN TOWNSHIP PARKS AND RECREATION**

*Willistown.pa.us* [mhundt@willistown.pa.us](mailto:mhundt@willistown.pa.us)

610-647-5300 ext. 224

688 Sugartown Road, Malvern, PA 19355

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**APPLICATION FOR PAVILION RENTAL – Individual or Family Use**

**PROCEDURE:**

1. Contact Willistown Township Parks and Recreation via email at [mhundt@willistown.pa.us](mailto:mhundt@willistown.pa.us) with the date and time (beginning to end) of your event. Parks and Recreation will check for pavilion availability and confirm your placement on the calendar. **Emails are preferred for documentation purposes.**
2. Read the Pavilion Rental Application and Willistown Township Parks and Recreation Code.
3. Complete the Application for Pavilion Rental. Faxes cannot be accepted; original signatures are necessary on these documents and payment is due at time of application. Please double check that you have filled out the application completely.
4. Return the Application for Pavilion Rental, along with appropriate payment *at least two weeks prior to your picnic or event* to:

PAVILION RENTAL  
WILLISTOWN TOWNSHIP PARKS AND RECREATION  
688 Sugartown Road  
Malvern, PA 19355

You may also drop the application off at township administration, 688 Sugartown Road, Malvern, PA 19355, between 8:00AM and 4:00 PM, except on holidays. There is no after hours mail drop slot at this location.

5. Please make checks payable to **Willistown Parks and Recreation**. Payment must be received with a properly completed Application prior to park use.
6. Pavilion rentals include exclusive use of the pavilion, but do not include exclusive use of playground equipment or park grounds.
7. **If your trash does not fit in the trash and recycling cans provided, you must take the trash with you.**
8. You may request to bring a grill. It must be located at least 20' away from all tree overhangs and structures (such as the pavilion). If you use a charcoal grill – no grill charcoal may be disposed of on township property or in township trash cans for risk of fire.
9. You may bring decorations for your party; however, all decorations must be properly disposed of and may not puncture or mark any surfaces. All tape must be removed.
10. Please make a copy of your application to have on hand during your event as proof of rental.
11. **No alcoholic beverages are permitted in Willistown Township's parks and preserves.**
12. **HAVE FUN!**

**PAVILION RENTAL APPLICATION**



**DATE OF EVENT:** \_\_\_\_\_

Application Date: \_\_\_\_\_  
 (2 weeks advance notice required)

**PAVILION REQUESTED**

Greentree Park \_\_\_\_\_  
 Mill Park \_\_\_\_\_  
 Garrett Mill Park \_\_\_\_\_

Event Hours: \_\_\_\_\_  
 (End time no later than sunset)

**Type of function:** \_\_\_\_\_ **Number Attending:** \_\_\_\_\_

**I (We), THE SPONSOR,** assume full responsibility for any damages to Township equipment and property. Furthermore, I (we) understand that the Township will not be held liable for any injury or damage, which may occur to me, my family and guests and our property during our use of the park. I (we) have read and understand the park regulations. I, the undersigned, intending to be legally bound for myself, my heirs, executors, administrators, and assigns, hereby waive and release any and all rights and claims for damages against Willistown Township and its respective employees, elected and appointed officials, and volunteers for any and all damages or injuries which may be sustained by me, my family and guests at or arising out of this event.

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Sponsor's Name	Street Address	Town, State	Zip	Township
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Sponsor's signature	Day Phone Number	Email Address (to receive approved application)
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Is a caterer being used for food service? \_\_\_\_\_ (if "yes", caterer is responsible for removing garbage from event.)

**RENTAL FEE**

**Willistown Resident**

\_\_\_\_\_ Up to 50 people \$50  
 \_\_\_\_\_ Over 50 people \$75

\_\_\_\_\_ Check number/Amount

**Non – Willistown Resident**

\_\_\_\_\_ Up to 50 people \$75  
 \_\_\_\_\_ Over 50 people \$125

**NOTE: There are no refunds, rescheduling of a rained out event will be accommodated, schedule permitting.**

**I HAVE READ AND UNDERSTAND THE TOWNSHIP PARK AND RECREATION CODE** (initial) \_\_\_\_\_

**I HAVE REQUESTED TO BRING A GRILL** and have approval from Willistown Parks & Rec (initial) \_\_\_\_\_

I am bringing a grill and understand that it must be located at least 20' away from all tree overhangs and structures (such as the pavilion). I understand that if I bring a charcoal grill – no grill charcoal may be disposed of on township property or in township trash cans for risk of fire. (initial) \_\_\_\_\_

**PERSON IN CHARGE** will be responsible for the pavilion and its facilities during the hours indicated on this application.

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Person in Charge	Day Phone	Cell Phone	Email
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**The person in charge should have a copy of this application at the event as proof of rental. A pavilion rental provides exclusive use of the pavilion to the event.** (Note: The park and play equipment may still be used by the public.)

## CHAPTER 96. PARKS

[HISTORY: Adopted by the Board of Supervisors of the Township of Willistown 5-12-1997 by Ord. No. 3-1997 Editor's Note: Ordinance No. 1-2006, adopted 2-27-2006, amended all of Ch. 96 to change all references from "township park" to "Township park." Amendments noted where applicable.]

### GENERAL REFERENCES

Park and Recreation Board — See Ch. 31.

Outdoor burning — See Ch. 69.

Subdivision and land development — See Ch. 123.

Zoning — See Ch. 139.

### § 96-1. Use regulations; prohibitions.

#### § 96-1. Use regulations; prohibitions.

- A. No person shall be permitted in a Township park except between the hours of dawn to dusk, unless a permit has been issued by the Park and Recreation Board, or its designate for such permit issuance, as hereinafter provided in § 96-4.  
[Amended 2-27-2006 by Ord. No. 1-2006]
- B. No person shall enter or leave a Township park except by entrances and/or exits provided for such purposes.
- C. No person shall enter or use a toilet in a Township park set apart for the use of the opposite sex.
- D. Possession, distribution or consumption of beer, ale, other alcoholic or intoxicating beverage or a controlled substance (such as are now defined or may later be defined by federal, state or Township law, act or ordinance) is strictly prohibited in any and all Township parks.
- E. No gambling or gambling device is permitted in any Township park.
- F. No abusive, threatening, indecent or profane language and/or conduct that is publicly inappropriate and/or annoying to others using Township park facilities shall be permitted.
- G. No person or persons shall be permitted to solicit money, or promise for the same, within the confines of a Township park.
- H. No horses, dogs or other animals owned or possessed by people shall be permitted within the confines of Township parks, except as permitted in the Okehocking Preserve and the Serpentine Preserve. Horses shall be permitted in the Okehocking and Serpentine Preserves in designated areas shown on the Okehocking Preserve and Serpentine Preserve recreation maps, if attended and under control at all times. Properly licensed dogs shall be permitted in the Okehocking and Serpentine Preserves if they are on a leash not exceeding six feet in length and if attended and under control at all times. Dogs shall be permitted in Okehocking Preserve off of leashes only in designated areas as approved by resolution of the Board of Supervisors from time to time and shown on the Okehocking Preserve recreation map, if attended and under control at all times. For the purpose of this subsection, the term "dogs" does not include guide dogs or other dogs which are assisting handicapped persons and are controlled by the use of a harness or other restraint. Owners or handlers of a dog shall be responsible for the prompt and complete removal of their excrement by immediate disposal of pet waste bags in a trash receptacle (if provided) or removal from the premises.  
[Amended 11-24-2014 by Ord. No. 6-2014; 9-9-2002 by Ord. No. 2-2002; 2-27-2006 by Ord. No. 1-2006]
- I. Use of vehicles and equipment.
  - (1) No person shall drive, operate or park any vehicle (motor- or self-propelled) in any portion of a Township park except in spaces specifically set aside and marked for parking purposes; and no person shall occupy a parked motor vehicle after dark within a Township park except with the exterior parking lights and interior lights turned on and in operation.
  - (2) Use and operation of bicycles, go-carts, remote-controlled vehicles, skateboards, roller blades, aircraft, including but not limited to ultralight planes, remote-controlled planes and hot-air balloons, and/or other motorized and/or nonmotorized devices employing wheels and/or blades of any kind (metal, wooden, plastic, rubber, etc.) is strictly prohibited on Township park basketball courts, tennis courts, volleyball courts, picnic areas, ball fields or any other portion of any

## Application for Pavilion Rental Individual or Family Use

Township park. Motor vehicles, with the exception of motorized wheel chairs and vehicles connected with official Township business, are prohibited.

[Amended 2-27-2006 by Ord. No. 1-2006]

- J. No person, other than Township active duty police officers employed in the execution of their duties, shall discharge a firearm in a Township park. Wildlife management practices in Township parks are permitted only with written approval of the Board of Supervisors and Willistown Township Police Department notification.  
[Amended 6-17-2013 by Ord. No. 4-2013; Amended 2-27-2006 by Ord. No. 1-2006]
- K. Littering is prohibited, and all refuse shall be placed in trash receptacles (if provided) or removed by the person(s) generating the refuse. Grass clippings, brush and other debris from private property may not be discarded or otherwise placed anywhere on Township park property, including trash receptacles.  
[Amended 2-27-2006 by Ord. No. 1-2006]
- L. Vandalism to park property and facilities, including defacing or damaging park property (permanent or temporary), disturbing wildlife and disturbing/destroying/removing vegetation, is prohibited. No person shall climb a tree nor shall any person foul and/or otherwise contaminate any body of water in any Township park at any time. No person shall remove equipment from the parks or move such equipment from its designated location.  
[Amended 2-27-2006 by Ord. No. 1-2006]
- M. No person shall injure, deface or destroy any public signs, ordinances or other official Township notices posted in a Township park.
- N. No advertisement, placard or notice, except official authorized notices, shall be posted and/or distributed in a Township park.
- O. No person shall light or permit a fire to burn in a Township park except in a permanent fireplace provided for such purposes. Portable grills are permitted in designated areas only with written permission from the Township. Ceremonial fires are permitted only with written consent of the Township and must be constantly attended. Responsibility for such fires shall be solely that of the person or persons starting and/or using the fire. Township-supervised burning is permitted for natural resource management.  
[Amended 2-27-2006 by Ord. No. 1-2006]
- P. The playing of golf, or the hitting of golf balls, is strictly prohibited at all times in any Township park.
- Q. Smoking is not permitted in any Township park. Remediation of any damage caused by smoking in the parks will be at the expense of the person responsible. In addition to other fines and penalties, the Township may collect the cost of repair of any damage caused by smoking, together with the penalty, against the person causing the damage.  
[Amended 2-27-2006 by Ord. No. 1-2006]
- R. Swimming or wading in any body of water is strictly prohibited in any Township park.  
[Added 2-27-2006 by Ord. No. 1-2006]
- S. Sound amplification equipment is permitted only with written permission from the Township.  
[Added 2-27-2006 by Ord. No. 1-2006]
- T. Use of a Township park for any of the following purposes is prohibited, unless a permit is first obtained from the Township Park and Recreation Board, or its designate for such permit issuance, as hereinafter provided:  
[Amended 6-17-2013 by Ord. No. 4-2013; Amended 2-27-2006 by Ord. No. 1-2006]
  - (1) Sales of merchandise of any kind.
  - (2) Use of fireworks or other explosives.
  - (3) Musical, theatrical or other entertainment.
  - (4) Overnight camping.
  - (5) Parties, meetings and/or gatherings comprised of 25 or more persons.
  - (6) Conducting fee-based programming
  - (7) Field use for organized sports.

## Application for Pavilion Rental Individual or Family Use

- (8) Person(s) undertaking activities permitted with written permission from the Township must have a copy of the written permission on them at all times while undertaking approved activities.

### **§ 96-2. Enforcement.**

The Police Department shall enforce the regulations herein set forth and shall exercise general supervision over persons and property in any Township parks.

**§ 96-3. Powers and duties of Park and Recreation Board.** [Amended 6-17-2013 by Ord. No. 4-2013; *editor's note: see Chapter 31 for Powers and duties of Park and Recreation Board*; Amended 2-27-2006 by Ord. No. 1-2006]

**§ 96-4. Permits.** [Amended 2-27-2006 by Ord. No. 1-2006]

Permits for use of Township park(s) and field(s) shall be issued in behalf of the Township by the Township's Park and Recreation Board and/or designated Township park and recreation staff. The Township, upon recommendation from its Park and Recreation Board, may enact a fee schedule for such permits. All moneys received from these fees will be entered into the Township's Park and Recreation Fund and be designated for Township park maintenance and improvements, appropriate Township-sponsored recreation programs held within the confines of its parks or at other sites and facilities approved by the Township.

### **§ 96-5. Violations and penalties.**

Pursuant to Section 1901(c.1)(2) of the Second Class Township Code, any person who violates this chapter, and/or any regulation established herein, shall, by action brought before a District Magistrate Judge in the same manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, upon judgment of conviction thereof, be sentenced to pay a fine not exceeding \$1,000 per violation, together with the costs of prosecution; and further subject to imprisonment to the extent allowed by law for the punishment of summary offenses. Each day a violation continues shall constitute a separate offense.

Parents and/or legal guardians of person(s) less than 18 years of age will be held liable for any/all fines assessed and/or damages incurred by those persons to Township park properties.

Further, the appropriate officers or agents of the Township are hereby authorized to seek any other available relief at law or equity, including injunction, to enforce compliance with this chapter.

### **§ 96-6. Existing rights and remedies preserved; severability.**

It is hereby declared to be the purpose of this chapter to provide additional and cumulative remedies to regulate the public use, enjoyment, health, welfare and safety of Township parks and recreation areas, and nothing contained in this chapter shall in any way abridge or alter rights of action or remedies now or hereafter existing in equity, or under common law or statutory law, civil or criminal. All other sections, parts and provisions of said Code of Ordinances of the Township of Willistown shall remain unchanged.