

Langhorne Borough Request for Recreational Facilities and Public Right of Ways

**** ALL APPLICATIONS MUST BE RECEIVED FORTY-FIVE (45) DAYS BEFORE DATE OF USE ****

1. Applicant or Organization: _____

Mailing Address: _____

2. Contact Person: _____ Name/Title: _____

Home Phone: _____ Work Phone: _____

Address: _____ Contact Email: _____

3. Facility, grounds, sidewalks, or portion thereof, requested _____

4. One Time Use Date: _____ (Include set-up/cleanup) Times: From _____ to _____

5. Multiple Time Use Dates: From _____ to _____

Needed Day(s) of Week: _____ (Include set-up/cleanup) Times: _____

6. Nature and Purpose of Use: _____

7. Total Number of Participants in your organization: _____ Expected Event Participants: _____

Number of Langhorne Borough members: _____ Expected Borough Participants: _____

8. Will a generator/amplified sound system be used: ____ If yes, time of used: _____

Type of generator or sound system: _____

9. Are outdoor restrooms facilities needed? ____ What is being supplied, when will it arrive and when will it leave?

10. Parking and street crossings are a concern. What procedures will be used to ensure proper parking and safe state highway crossings? _____

11. If requested, Applicant will submit a certificate of insurance with Langhorne Borough named as an additional insured. Applicant agrees to save, defend, keep harmless, and indemnify the Borough and its appointed and elected officials, officers, servants, agents, and employees from and against any and all attorney fees, charges, liability, or exposure, however caused, resulting from, or arising out of or in any way connected with Applicant's activity or use. If fields are being used, Applicant agrees fields have been inspected and found suitable and safe for use. Applicant declares that the organization does not practice discrimination of any kind and the event is open to all Borough residents.

By submitting this application, Applicant affirms that they have read and agree to the Event and Facilities Use Rules, that they will comply with all Borough rules, regulations, resolutions, and ordinances governing the use of Borough property, and that all information is true and correct.

Signature: _____

Date: _____

Print Name: _____

Title: _____

----- OFFICE USE ONLY -----

Date Received in office: _____ Date issued: _____ Date denied: _____ Reason: _____

Application was reviewed by the applicable oversight board on _____. Recommendation: _____

Fee Paid: _____ Fee waived: _____ Escrow/Bond Paid: _____ Escrow Refunded: _____ Ins. Cert. _____

Event and Facilities Use Rules

- Application Fees:** Applicant will pay the Use Fee as set by resolution or special motion of Borough Council at the time of application. Checks will be made payable to Langhorne Borough. Borough Council, at its discretion, may waive fees for just cause. An application will be accepted if it is fully completed, all required information and documentation is submitted, and the fee and deposit if required, has been submitted. Completed applications will be sent to:

Langhorne Borough, 114 East Maple Avenue, Langhorne, PA 19047
Phone: 215.757.3768 Fax: 215.757.1272
- Application:** Applicant will be notified in writing, stating reasons, if their application is denied. A copy of the application, noting its approval and setting forth any conditions or special requirements, will be sent to Applicant to finalize the date. Unless Applicant, in writing, requests reconsideration of any condition or special requirement, Applicant's use of Borough buildings, rights of way or grounds constitutes acceptance of all terms and conditions set forth in these rules and the final application. Applicant will have the finalized application, including all conditions and special requirements, available for inspection by Borough police, officials, or inspectors at the site of the event or use.
- Deposit or Bond Requirement:** A deposit or bond may be required based on the nature or potential size of the event. The deposit or bond amount will be determined by Borough Council to protect against damage to the property incurred during the term of the permit and to cover payment of Borough expenses incurred for trash cleanup, property restoration, repair or replacement, and police, safety, fire or emergency services incurred prior, during and after the event. Deposits are forfeited if buildings, equipment, contents structures or grounds are not left clean, are damaged during the use, or if the Borough incurs unexpected or extra expenses and costs due to the event, its impact or use. Deposits are refunded if Applicant follows the rules and leaves the area clean and in good order.
- Facility Protection:** Applicant will maintain Borough property, rights of way, equipment, and facilities in a reasonable manner during the term of the permit, keeping it clean, sanitary, and free of debris. Sidewalks will be not be obstructed by booths, tents, displays or other items. Heavy trucks or equipment will not cross sidewalks, fields, or play areas. After the event or use, Borough property will be returned to the Borough in the same condition as prior to event.
- Facility Control:** Applicant will conform to Borough rules, regulations, and conditions of the permit. Applicant will maintain and be responsible for the reasonable expressive and physical control of the area of and for the duration of the permitted event. Applicant has the responsibility for all people involved in the activity and also for the behavior of spectators and participants. Adult presence and supervision is required for all activities and events. Adults using the building, rights of way or grounds are responsible for setup and cleanup. Field areas must be policed after each use and all litter cleaned and disposed of in receptacles. All items, structures and trash will be carried out or properly placed in on-site containers provided by user.
- Parking and Street Crossings:** Parking is always a concern. Supervisors of the activity or event will make sure their groups, participants, and fans park in designated areas, were permitted, in the same direction as the lane of travel, not blocking or inhibiting fire hydrants and emergency access, not blocking or inhibiting driveway access, not on sidewalks or the grass, and not in parking lots not associated with the event or activity. If an event or activity is planned or likely to encourage the crossing of state highways, supervisors of the activity or event will make sure that their groups, participants and fans can cross safely and if involving children, under supervision. Such events or activities may be required to provide designated crossing guards or professional security personnel.
- Sanitary Facilities:** Groups using outdoor facilities on an ongoing basis or anticipating more than fifty (50) participants may be asked to provide outdoor restrooms for their participants and fans.

8. **Electricity:** Electricity is currently not available on-site. Approval for the use of generators must be specifically granted. Noise, smoke, fumes and hours of operation restrictions apply. Any application asking to use a generator must include generator model, size and type of fuel used, its specific location, safety protections and purpose. An extra fee may be charged to Applicant seeking to use generators.
9. **Prohibited Activities:** Any individual or group present in or on Borough buildings, rights of way or grounds, whether or not a permit holder, must abide by Borough regulations for use. In addition to the following regulations for use, Borough Council reserves the right to regulate any conduct or activity that is not appropriate or consistent with the use of Borough buildings, rights of way or grounds that may cause damage to Borough property, or that may pose a hazard to any member of the public, participants, or Borough personnel.
10. **Vehicles, Structures, or Equipment:** No equipment, apparatus, viewing stands, machinery, or vehicles are permitted on Borough property, rights of way or grounds without the express advance written permission of Borough Council.
11. **Signs, Banners, or Flags:** No sign, banner, or flag will be displayed without the express advance written permission of Borough Council. No sign, banner, or flag will be displayed in such a manner that adversely affects the structural, safety or decorative condition of any Borough property or structure.
12. **Animals:** Pets are permitted on Borough grounds, provided they are contained in an enclosed environment or securely leashed. Borough Animal Control Ordinances apply to Borough properties. All droppings must be disposed of properly.
13. **Sound Equipment:** The use of sound amplification or projection equipment must be specifically authorized, used in compliance with local noise ordinances, and used in a manner that will not disturb adjacent residential properties or other facility activities.
14. **Building Usage:** Glitter, rice, confetti, graphite, paint, birdseed, hay, straw, corn stalks, grass, palm fronds, and non-fire retardant trees or plants are not allowed in buildings. Open flames are not allowed in buildings or on the grounds. Lighted candles, candle warmers, propane/butane/charcoal burners, or other open flame materials are not to be used. Tables, chairs and other heavy items are to be carried when moved to avoid damage to floors. Tables, chairs and other equipment are not to be taken from or moved outside of buildings for any reason. Extreme care should be taken to avoid spills of food and beverages. Accidental spills should be cleaned up immediately. All waste material should be placed in proper disposal containers.
15. **Camping:** Unless specifically authorized, camping on Borough grounds is prohibited.
16. **Smoking** within Borough buildings and on Borough grounds is prohibited.
17. **Alcoholic beverages:** The possession or consumption of alcoholic beverages on Borough property is prohibited, except when authorized by the PA Liquor Control Board and in accordance with state liquor permit laws.
18. **Food, Beverages, or Merchandise:** No food, beverages, or merchandise will be sold or dispensed on Borough property without the express written consent of Borough Council. No transient vendors are permitted to use the Borough facilities. Food and beverage dispensing will be in accordance with all state and federal laws.

19. **Commercialism:** Borough buildings or grounds will not be used for any activity conducted purely for profit. No person will solicit contributions, solicit to sell any merchandise or service, or operate concession stands or vending machines in or on Borough buildings or grounds without the express permission of Borough Council.
20. **Supplemental Accommodation:** Supplemental accommodations such as, but not limited to: electricity, water, litter control, and outdoor facilities may be provided by the Borough. These items will be charged to the applicant and paid at least five (5) days in advance of use.
21. **Security and Maintenance:** Borough security or maintenance personnel may be used as agreed upon by Borough Council and applicant. All anticipated service charges will be billed and paid by applicant prior to the date of the event. If applicant intends to utilize private services, the name, address, and particulars of the intended services will be approved, in advance, by Borough Council. If any additional charges are incurred during the event, applicant will be billed at the completion of the event and will promptly pay the bill.
22. **Interference:** Unless exclusive use for a portion or all of a facility has specifically been granted, use of Borough facilities will only be done in a manner so as not to interfere or compete with the normal facility activities. No activity may commence before 7:00am nor extend beyond 10:00pm, unless special exemption has been granted by Borough Council. For Borough properties with more limited hours of operation, permit hours may not exceed the applicable hours of operation for that property.
23. **Liability:** Applicant and the user organization will indemnify and hold harmless the Borough against any and all claims, demands, actions, or causes, of actions, together with any and all losses, costs, or related expenses asserted by any person or persons for bodily injury, death, or property damages resulting from or arising out of this use of Borough facilities.
24. **Unauthorized Use:** Any group or individual engaging in any activity in or on Borough buildings, rights of way or grounds without a permit is in violation of Borough rules and regulations and will be required to move from the buildings, rights of way or grounds and to other appropriate locations. Violations of this rule will be prosecuted to the extent allowed by law.
25. **Permit Termination:** Serious misconduct, continued use of profane and improper language, possession or use of intoxicating beverages or controlled substances, unauthorized carrying of weapons, or other serious violations of Borough rules or regulations will be sufficient cause for immediate termination of a use permit. Misconduct, profane and improper language, excessive noise, or other violations of Borough rules or regulations will result in a warning. Continued violation will be sufficient cause for future denial or immediate termination of a use permit.

By signing below, Applicant affirms that the Event and Facilities Use Rules have been read and will be complied with and that the organization or group will comply with the above rules and all Borough and state regulations and laws.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Event and Facilities Use Policies

1. Borough buildings, rights of way and grounds are available for use by the public for the purpose of governmental business, public meetings for free discussion of public questions, or for activities of a broad public purpose, provided the authorized permit procedures have been followed and appropriate approvals have been received.
2. The Mayor's Playground, located at SR#213 & #413, is maintained by Langhorne Borough. Hours of operation are dawn until dusk. Since there is only one playground, use of the pavilion and children's play areas must always remain open to the public and may not be blocked or closed for any event. Use of the soccer field area is limited to recreational uses by not-for-profit organizations related to Borough activities or predominantly supported by Borough residents. Uses will not be granted for Friday nights, Saturday nights or Sunday mornings. Electricity is currently not available. A sign permit, if applicable, must be filed.
2. Borough buildings, rights of way and grounds are available for use by the public only if such use:
 - (a) Does not interfere with the primary use of the Borough buildings, rights of way or grounds, including but not limited to its use as the site of the legislative and administrative activities of the Borough; to its historical, artistic, and architectural designations and heritage; and, its use as a public park;
 - (b) Is appropriate to the legislative, historical, artistic, architectural and esthetic context of the Borough buildings or grounds;
 - (c) Does not unduly burden the Borough by a use that includes but is not limited to one that requires excessive financial, staff, security, or equipment resources; or, that unduly threatens the physical, historical, architectural, artistic, or esthetic condition of Borough buildings, rights of way or grounds; or, unduly threatens the safety of the public, event participants, or Borough employees;
 - (d) Does not discriminate or prohibit any Borough resident from involvement; and,
 - (e) Does not expose the Borough to the likelihood of unreasonable expenses and/or damages, which are unlikely to be recovered.
3. A Use Permit is required of the following:
 - (a) Any group or individual engaged in public speech or other expressive activity designed to gather crowds;
 - (b) Any group or individual engaged in any activity, expressive or otherwise, that can reasonably be anticipated to gather crowds;
 - (c) Any group or individual seeking to permission to exclusively use a part, section, room, portion or all of Borough buildings, rights of way or grounds;
 - (d) Any group or individual using or intending to use any kind of sound amplification or other equipment; structures; vehicles; banners or signs to be placed on or attached to Borough buildings, rights of way or grounds; electricity, water, or other utility service; or engaging in any activity, expressive or otherwise, that can reasonably be anticipated to require the presence of Borough security or maintenance personnel;
 - (e) Any group or individual engaging in or intending to engage in activity, expressive or otherwise, that poses a potential hazard to the safety of any person, or that poses a potential threat to the physical, historical, architectural, artistic, or esthetic condition of Borough buildings, rights or way or grounds.
4. Unless written approval has been sent or Borough Council decides otherwise and regardless of the order in which applications are received, applications are considered and approved based on the above priority list.
5. Except as restricted or limited by law, there will be equal access for all groups in the use of Borough buildings, rights of way or grounds regardless of race, religion, color, national origin, sex, handicap or the content or viewpoint of any speech or expressive activity.

6. The priority of the use of Borough buildings, rights of way and grounds is as follows:
 - (a) Borough functions and events;
 - (b) Functions or events sponsored or operated by the Borough Fire or Police Departments;
 - (c) Functions or events sponsored or operated by Borough groups, organizations or non-profit corporations to raise funds or support for Borough projects, buildings, or properties;
 - (d) Functions or events sponsored or operated by non-profit organizations or corporations whose membership or participants are primarily Borough residents or that are located within the Borough limits;
 - (e) Functions or events, aimed primarily at or benefiting Borough residents, which are sponsored or operated by non-profit organizations or corporations;
 - (f) Functions or events concerning matters of public interest; and,
 - (g) All other functions or events.
7. Unless written approval has been sent or Borough Council decides otherwise and regardless of the order in which applications are received, applications are considered and approved based on the above priority list.
8. Borough buildings, rights of way or grounds will be available for use on any day of the week between the hours of 7:00am and 10:00pm, with the exception of legal holidays. The hours of operation for properties with more limited hours take precedence over Borough general hours of operation.
9. The continued use of Borough buildings, rights of way or grounds is not automatically guaranteed. Borough needs can supersede approval for ongoing activities. Permission for past events or facility usage does not guarantee approval.
10. Borough Council reserves the right to limit the use of Borough buildings, rights of way or grounds, at any time, due to unforeseen operational circumstances, including but not limited to emergency or necessary repairs, improvement projects, or security concerns.
11. These rules may be waived by Borough Council for good cause shown. Any person wishing to obtain a waiver of these rules must contact Borough Council, in writing, at least sixty (60) days in advance of the event.