

Silver Spring Township Facility & Field Reservation Policy

All individuals or groups who desire to reserve township facilities are required to comply with the following guidelines.

APPLICATION PROCEDURES:

1. All persons or groups requesting reservation & use of the park pavilions, athletic fields and on-site amenities must submit a completed "Facility Reservation Request", along with the appropriate rental fee or rental deposit required to confirm the reservation.
2. Cancellations should be reported to the Township as early as possible. Rental fees and rental deposits will be returned, less a 25% administrative fee, should a (30) day notice be provided. Cancellations occurring less than (30) days prior to the event, will be subject to a 50% administrative fee or one full days rental, whichever is less.
3. The person signing the "Facility Reservation Request" is responsible for the condition of the facility/area and all equipment and supplies contained therein. All subsequent damages remain their personal responsibility.
4. All requests shall be reviewed by Township staff and upon approval of said "Request" the staff will issue a "Facility Use Permit", as a confirmation of the rental. Use of the facility/area shall be restricted to the terms outlined within the permit. Arrangements must be made with the Township office to obtain the necessary keys for those rental areas, which require them. Key return is required the following business day.

FEES & CHARGES:

Fees shall be set by separate resolution, from time to time, by the Silver Spring Township Board of Supervisors. For the purpose of assessing fees for reservation and use of township facilities, groups shall be categorized as explained below:

Residents: All activities organized and operated by Township personnel, to include township sponsored sports leagues, all township based sports leagues, church, civic, service, and scout groups, and school district activities. All groups in this category must be approved by the Township Manager/ Assistant Manager or the Director of Parks and Recreation. All or part of the rental fees may be waived for groups that qualify for this category. Groups qualifying for this category will be responsible for refundable security deposits, and certain costs that may be incurred by the Township for management and/or operation of the facility.

Non-Residents: Non-Township individuals, sports leagues, church, civic, service and scout groups. All applicable fees shall be charged to groups or individuals in this category.

Silver Spring Township Parks and Recreation Department

Facilities Rental Fees and Charges

Please note that rental of the pavilion does not include any other facility amenities or areas, such as fields or courts. Should space be available, courts and fields may be used. Without approved reservations/rentals all areas must be shared with the general public.

Pleasant View & Willow Mill Rental Fees

Resident		Non-Resident	
½ day pavilion (7am – 1pm or 2pm – 8pm)	\$25.00	½ day pavilion (7am – 1pm or 2pm – 8pm)	\$40.00
full day pavilion	\$45.00	full day pavilion	\$60.00
field w/ pavilion rental	\$10.00	field w/ pavilion rental	\$15.00
baseball/softball	\$25.00	baseball/softball	\$50.00
volleyball	\$25.00	volleyball	\$50.00
basketball/tennis	\$5.00/hr	basketball/tennis	\$10.00/hr

Hidden Creek & Stony Ridge Field & Concession Rental Fees

Resident		Non-Resident	
1 day field	\$50.00	1 day field	\$60.00
1 hour field	\$10.00	1 hour field	\$15.00
1 day adult tournament	\$130.00 field/day	1 day adult tournament	\$155.00
1 day youth tournament	\$100.00 field/day	1 day youth tournament	\$125.00
1 day concession	\$100.00	1 day concession	\$100.00
w/fryer	\$125.00	w/fryer	\$125.00
concession deposit	\$150.00	concession deposit	\$150.00
w fryer	\$175.00	w/fryer	\$175.00
baseball/softball	\$25.00	baseball/softball	\$50.00

Full payment is required upon submission of reservation/rental request.

*A Security Deposit is required to confirm reservations.

*The Security Deposit is to be equal to the price of the rental.

EXCEPTIONS:

- #1. Revenue generating Tournaments, categorized by charging team fees for participation and/or public admission fees, will not qualify for a waiver of field and facility rental fees, as established in this rental policy. This applies to Residents & Non-Residents.

- #2 Township sponsored youth sporting organizations wishing to utilize the concession stand on a regular basis will be exempt from the concession rental fee but will be required to provide the Township 10% of gross sales.

PLEASE NOTE:

Requests for **“Waiver of Fees”** will be reviewed on an individual basis by the Recreation Department.