

JEFFERSON TOWNSHIP

RECREATION FIELD RESERVATION FORM

Complex Address: 155 Community Drive, Jefferson Township, PA 18436

570-689-7028

info@jeffersontwplackawanna.gov

1. APPLICANT / CONTACT INFORMATION

Applicant / Organization Name:	Primary POC Phone Number:
Primary Point of Contact:	Email Address:
Mailing Address:	Title/Position with Organization, if applicable
City / State / ZIP:	
Alternate Point of Contact:	Alternate POC Phone Number:

2. RESERVATION REQUEST

Requested Date(s)	Day(s) of Week:
Start Date/Time:	End Date / Time:
Requested Field(s) (1 or 2 full-size fields ☐ 1 field only ☐ 2 fields	Expected Attendance:
Event / Activity Name:	Number of Participants:
Setup Time Needed, if applicable:	Cleanup Complete By, if applicable:
Alternate Date(s), if any:	

3. TYPE OF USE

☐ Youth sports game(s) / practice(s)

☐ Adult sports game(s) / practice(s)

☐ Community event

☐ Other:

4. EVENT / FIELD USE DETAILS (IF OTHER THAN REGULAR SPORTING EVENT)

Briefly describe the activity, anticipated number of participants/spectators, and any special requirements

5. SPECIAL REQUIREMENTS / REQUESTS

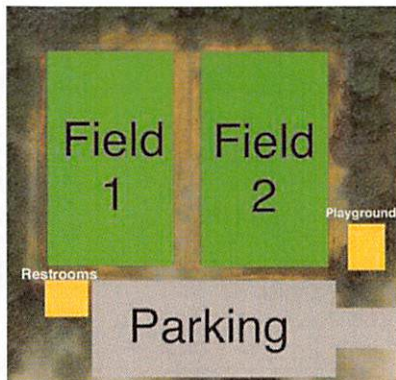
☐ Restroom access requested ☐ Other: _____

6. APPLICANT ACKNOWLEDGEMENT

By submitting this request, the applicant acknowledges that a reservation is not confirmed until approved by Jefferson Township. The applicant agrees to use the recreation field only for the approved purpose and time, to not share the facility access codes with anyone except required personnel (official coaches, organization officers, etc.), to follow all Township rules and posted regulations (listed below), to leave the area clean and in good condition, and to be responsible for any damage caused by the applicant, organization, participants, or guests in addition to forfeiting security deposit of \$500, which will be returned after event if property is in the original condition. The applicant understands that Township approval may be subject to field conditions, maintenance schedules, weather, or other Township activities. In the event that the surface conditions at the recreation complex risk personal injury or property damage due to unsuitable weather conditions, the Township reserves the right to revoke access to the property with notice to the applicant. Lining equipment and supplies are available on-site but field lining will be the responsibility of the organizations utilizing the fields. If multiple organizations using the fields during a season, lining responsibilities should be coordinated equally. Applicant will be responsible for locking the restrooms and securing the entrance gate at the conclusion of the event unless otherwise specified.

Applicant Signature:	Date:
Printed Name:	

Submit completed form to info@jeffersontwplackawanna.gov for review and approval.



Jefferson Township Recreation Complex Rules:

- No smoking, vaping, or alcoholic beverages allowed
- No overnight parking
- No parking on the grass
- No solicitation
- No abusive language
- No fireworks or open flames
- No hunting
- All pets must be leashed at all times and waste picked up

TOWNSHIP USE ONLY

Request Received:	Approved ☐ Denied ☐
Field(s) Assigned:	Security Deposit:
Approved Date(s):	Approved Time(s):
Special Conditions:	Permit / Reservation No.
Township Representative:	Date Approved: