

READING RECREATION DIVISION
FIELD USE REQUEST

The field fees collected by Reading Recreation serve two functions:

1. A portion of the fees collected are used to recondition and improve Recreation Facilities during the Capital Improvements process.
2. A portion of the fees collected are used to cover administrative cost of field scheduling by the Reading Recreation Division.

Name: _____

Address: _____

Email Address: _____

Phone Number: _____ Secondary Phone Number: _____

Request field use for: _____
(Organization)

Purpose for Use: _____

Field Requested: _____

*Date(s) Requested: _____ Time: _____

Number of People: _____ Fee Paid: _____

I have read and understand the Reading Recreation Field Fee and Permitting Policy.

Signature: _____ Date: _____

RULES AND REGULATIONS FOR FACILITIES

By signing below I am certifying that the organization I represent has completed the necessary background checks on all staff and volunteers working for the purpose of providing activities or programs for children under the age of 18.

Signature: _____ Date: _____

1. All groups must receive a written permit form the Recreation Committee, or the Recreation Administrator, for the reserved use of a facility under the Committee's jurisdiction. These facilities include the: Tennis Courts, Basketball Courts, Parks, Fields, and Skating areas.
2. All groups who receive such a permit must pay the applicable fee as adopted in the current Fee Schedule.
3. Use of any facility before noon on Sunday is prohibited, except by special permit approved by the Recreation Committee.
4. Alcoholic Beverages are not permitted at Recreation Division Facilities. If found in violation:
A. Permits may be revoked.
B. Violators may be subject to arrest and prosecution.
5. All groups must dispose of own trash.
6. Conducted the necessary background checks on coaches and volunteers. (if applicable)
7. If necessary these regulations shall be enforced by the Reading Police Department, who shall cause the immediate termination of any activity that violated these rules and regulations.

***Please do not overbook!** Only book for what you will be using. For example: If you are practicing from 3:00PM-4:30PM, Monday-Friday, do not book Monday-Friday from 3:00PM-6:00PM to cover yourselves.