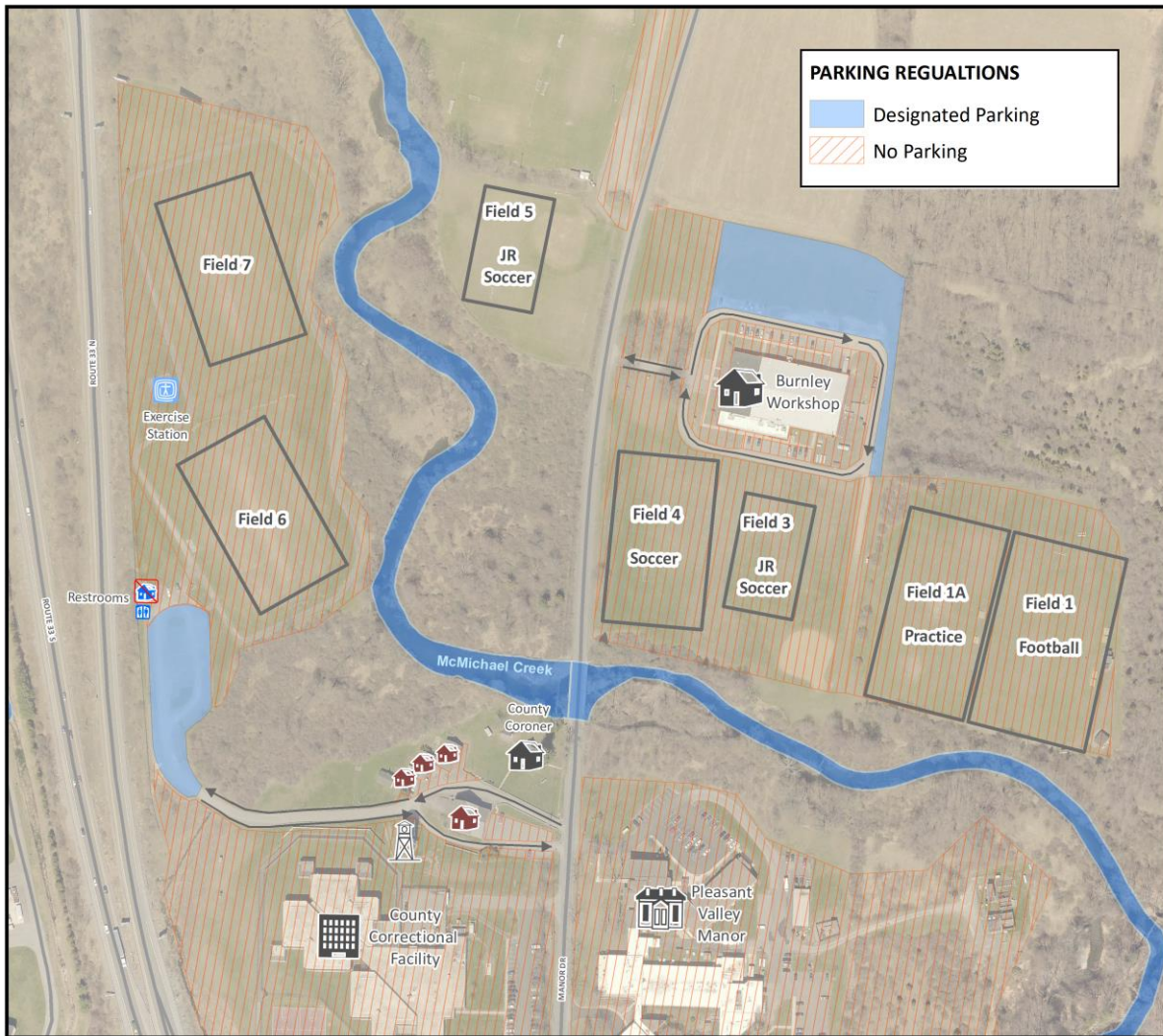


Monroe County Recreation Field; Reservation Request & Rental Guidelines



I. Rental Availability

Reservations for the Monroe County Recreation Fields are available from March – November of each year. Reservation requests are accepted by the *Monroe County Planning Commission (MCP)* from February – October of each year. The process for reservation request/approval and submission can be found under *Section IV* of this manual.

II. Field Location & Hours of Operation

Hours may be adjusted for reservations approved by MCPC.

Monroe County Athletic Fields: Fields 6 & 7

The Monroe County Athletic Fields are located North of Manor Drive behind the Monroe County Correctional Facility.

<u>GPS Coordinates:</u>	Lat. 40.952341	Long. -75.288581
<u>Monroe County Emergency Services Address:</u>	4232 Manor Drive, Stroudsburg, PA 18360	
<u>Hours of Operation:</u>		
Weekdays Year-round:	Dusk- dawn	
Weekends Year-round:	Dusk- dawn	

Monroe County Burley Athletic Fields 4215 Manor Drive: Fields 1, 1A, 3, 4, 5

The Monroe County Burley Fields are located south of Manor Drive alongside the Burley Workshop of the Poconos.

<u>GPS Coordinates:</u>	Lat. 40.951384	Long. -75.284573
<u>Monroe County Emergency Services Address:</u>	4215 Manor Drive, Stroudsburg, PA 18360	
<u>Hours of Operation:</u>		
Weekdays Year-round:	5pm- dawn	
Weekends Year-round:	Dusk- dawn	

III. Rental Rates

All rental rates are applied per field rented

<u>Daily:</u>	<u>\$40</u>
<ul style="list-style-type: none">- The field may be used for practice and/ or up to two games- Dusk to dawn; includes set up and breakdown	
<u>Economy Rentals:</u>	<u>\$265</u>
<ul style="list-style-type: none">- The field may be used for practice and/ or up to two games- Dusk to dawn; includes set up and breakdown- 7 days or more per month, dates must be provided in advance	
<u>Tournament Rate:</u>	<u>\$150</u>
<ul style="list-style-type: none">- The field may be used for practice and/ or multiple games- Dusk to dawn; includes set up and breakdown	
<u>Special Event Rental:</u>	<u>\$100</u>
<ul style="list-style-type: none">- The field may be used for pre-approved events- Dusk to dawn; includes set up and breakdown	

IV. Reservation Request, Submission & Approval Process

Please note that reservations are not finalized without going through the full process and applicants may not utilize the property until they receive a field usage approval form.

Step One:

- The applicant submits a fully executed Monroe County Field Usage Request Form, including a signed hold harmless agreement, to MCPC during the open application period.

Step Two:

- MCPC reviews the application within two weeks of submission. If the requested field/s and date/s are available a temporary hold is placed on behalf of the applicant, and MCPC will issue an invoice with a deadline for securing desired dates. If requested field/s and date/s are not available the applicant will be notified via email.

Step Three:

- The applicant submits payment, and certificates of liability (see section XIII for details) to MCPC by the deadline listed on the invoice.

Step Four:

- If payment and insurance requirements are satisfied by the deadline on the invoice, MCPC finalizes the reservation and sends the applicant a Field Usage Approval Form and MC Recreation Field Site Map as confirmation of the reservation.

Please Note: An applicant's previous compliance to rental guidelines, if applicable, is taken into consideration during the review of the application. Additionally, historic rental use, field conditions, and the needs of youth organizations will be evaluated to determine priorities for scheduling.

V. Reservation Terms & Conditions

All approved reservations will be confirmed through a Field Usage Approval Form issued by MCPC.

All approved reservations shall have precedence over any other use of the reserved field/s; however, reservations are only for the exclusive use of a reserved field/s during the timeframe specified in the Field Usage Approval Form issued by MCPC. All unreserved fields, designated parking areas, recreation facilities, and restrooms will remain open to the public during all scheduled reservations.

Any request for changes to an approved reservation, by the applicant, must be sent in writing to MCPC no less than two weeks before the desired change. Renters will be notified in writing if the change can be accommodated. If a change is accepted an updated field usage approval form will be provided to confirm the change in reservation.

Reservation approval may be changed at any date or time due to weather and other unforeseen circumstances that cause the need to close the fields. MCPC will notify applicants of any necessary closures to the field/s via email.

VI. Responsibility of the County

All regular maintenance (mowing, trash removal, bathrooms, etc), will be completed by Monroe County at their discretion.

VII. Responsibility of the Renter

Renters must abide by the rules and regulations, property access policy, sales and fundraising policy, and equipment and field preparation policy outlined in this manual; further, the renter must notify all participants and spectators at their event of all rules, regulations, and policies and agree to monitor their compliance. The renter will be held responsible for the conduct of participants, as well as their spectators.

Failure of the renter, participants, or spectators to abide by the rules, regulations, and policies outlined in this manual will result in immediate dismissal of all participants and spectators of the renter's organization, as well as permanent or temporary loss of field-use privileges without refund of usage fees. Any cost incurred by Monroe County to repair damages caused by a violation will be the responsibility of the renter.

Renters must maintain the minimum liability coverage, identified in *Section XII*, during the time of their event. Failure of the renter to maintain minimum liability coverage throughout all approved reservations will result in permanent loss of field-use privileges without refund of usage fees.

At the close of the reservation, the facility is to be left in an orderly condition – free of glass, paper, cans, and other debris. It is the responsibility of the renter to dispose of any excessive trash created by their event in the dumpster labeled “Monroe County Sports Field Trash Only” located at 4215 Manor Drive, Stroudsburg, PA 18360 behind the Burley Workshop of the Poconos. Failure to do so will result in permanent or temporary loss of field-use privileges without a refund of usage fees.

VIII. Property Rules & Regulations

In addition to the rules and regulations outlined below renters, participants and spectators must abide by any rules and/or regulations posted at the property.

Minors: Minors are not to be left unattended at any time.

Pets: Pets or animals of any kind are strictly prohibited.

Parking: Parking is permitted in designated parking areas only. Parking is prohibited alongside Manor Drive and alongside athletic field access drive, at the PA Department of Motor Vehicle Driver License Center, Pleasant Valley Manor, Hamilton Manor, the Monroe County Coroner's Office, Keystone Athletic (adjacent to the DMV), and Burley Workshop of the Poconos.

Litter: All refuse created from the use of the property must be placed in designated receptacles. The disposal of refuse from private property is strictly prohibited.

Fire: Grills or open flames of any kind are strictly prohibited.

Camping: Camping or remaining on the property overnight is strictly prohibited.

Snow Removal: The use of snowplows, snowblowers, or any mechanized snow removal equipment gas-powered or electric is strictly prohibited.

Alcohol & Illegal Drugs: The possession and/or consumption of alcoholic beverages and/ or illegal drugs is strictly prohibited.

Smoking: Smoking, vaping, or use of e-cigarettes is strictly prohibited.

Disorderly Conduct: Riotous, boisterous, threatening, or indecent conduct, and abusive, threatening, or obscene language are strictly prohibited.

Vandalism & Property Damage: Cutting, breaking into, injuring, defacing, or disturbing, any building, wall, fence, bench, sign, equipment, trees, shrubs, or plants is strictly prohibited.

Commercial Activities: Selling or offering sales for merchandise or services and/ or carrying on, conducting, or soliciting for any trade, occupation, business, or profession is prohibited without written approval from Monroe County.

Advertising: Distributing handbills, flyers, or circulars, and/ or posting, placing erecting of bills, notices, or paper advertng is strictly prohibited.

Waterways: Polluting, contaminating, or dumping in any waterways is strictly prohibited.

IX. Property Access

All activities and events must be planned in accordance with the existing available parking spaces and the number of restroom facilities. Monroe County is not responsible for providing additional parking and/or staff for parking during events and activities.

A site map identifying designated parking areas will be provided with all Field Usage Approval Forms. The renter assumes full responsibility to maintain control and orderly parking of both participants and spectators at all times.

Parking or driving on fields, recreation tracks, or adjacent grass areas is strictly prohibited. Failure to abide by this policy will result in permanent or temporary loss of field-use privileges without refund of usage fees.

X. Sales & Fundraising

Permissions must be obtained for the sale of any products or merchandise or fundraising activity. A small game of chance permit is required for any fundraising activity involving collecting funds for raffles, carnival games, or any other small games of chance.

Fundraising activities involving collection buckets along Manor Drive or in the parking areas of the recreational fields, Burnely Workshop, Department of Motor Vehicle Driver's License Center, and Pleasant Valley Manor are strictly prohibited.

XI. Equipment & Field Preparation

Upgrades and/or changes to the fields, including installation of permanent or semi-permanent equipment (semi-permanent equipment includes any apparatus that can remain in place overnight), shall be submitted, in writing with detailed plans and specifications, to the MCPC for approval.

Plans to install semi-permanent equipment, such as nets and goals, must indicate the material of stakes to be utilized to secure the equipment into the ground. Only aluminum, wooden or plastic stakes will be approved for installation. No other materials are permitted due to possible damage to mowers and other groundskeeping equipment.

Renters are responsible for arranging for their field preparation. Plans for field preparation should be provided to the MCPC for approval via the field reservation request form. If plans for field preparation change after a reservation confirmation is issued it is the responsibility of the renter to submit the revised field preparation plan, in writing, to the MCPC for approval before the preparation of the field.

Failure to abide by this policy will result in permanent or temporary loss of field-use privileges without refund of usage fees. Any cost incurred by the County to repair damages caused by a violation will be the responsibility of the renter.

XII. Liability

The renter agrees to provide public liability and property damage insurance covering personal injuries of parties in the amount not less than One Million Dollars (\$1,000,000) and property damage in an amount of and no less than One Hundred Thousand Dollars (\$100,000), expressly naming the County of Monroe and the Burnley Workshop of the Poconos, Inc. as an additional insured/certificate holder.

Two Certificates of Liability will be required to finalize all reservations. The certificates must list the additional insured/ certificate holder in the following manner.

*The County of Monroe
1 Quaker Plaza, Room 201
Stroudsburg, PA 18360*

*The Burnley Workshop of the Poconos, Inc.
4219 Manor Drive
Stroudsburg, PA 18360*

Any field or equipment damage noticed before play or occurring during play is to be reported to MCPC on the next business day. Any damage to Monroe County or Burnley property and/or equipment occurring by the fault of the player(s) and/or spectator(s) will be the responsibility of the renter and will be assessed a damage fee accordingly.

Renter(s) will be held responsible for the conduct of the participants, as well as their spectators. Monroe County reserves the right to ban coaches, players, parents, or other spectators from future use for unsportsmanlike conduct or behavior deemed inappropriate by Monroe County.

Any accident or injury which occurs on the Monroe County or Burnley fields during times of an approved reservation should be reported to the MCPC no later than the next business day and is the responsibility of the renter to work with the county to file an accident report.

Renter must agree to the following language by signing the Monroe County and Burnley Workshop Hold Harmless Form. The form can be found at the end of the Monroe County Field Usage Request Form and must be submitted to MCPC as per the reservation request process, *Section IV*.

Sample Hold Harmless Language:

We, the undersigned, hereby request permission from the County of Monroe to use county fields for the purpose of: _____

We, agree to leave the areas in the same condition, clean and orderly, and in the manner, they were found, and to Hold Harmless and the County of Monroe from any damages, loss, claim suit, or action resulting from the entity's, their attendees or any third-parties use of the area for the purpose outlined in this agreement.

It is understood that the Commissioner's approval is contingent upon receipt of the fully executed agreement and a certificate of insurance naming Monroe County as Additional Insured. In the comments section, the Term "no participants exclusions apply to general liability" must be included. These must all be received by no later than two weeks before the first field usage date.

XIII. Submission of Reservation Requests

A fully executed Monroe County Field Usage Request Form, including the required supplemental materials, must be submitted to the MCPC within the open application period. Requests may be submitted in person, by mail, or electronically.

Mailing Address

Monroe County Planning Commission
701 Main St; Suite 405
Stroudsburg, PA 18360

Email Submissions

mcpc@monroecountypa.gov