



SCHUYLKILL HAVEN RECREATION DEPARTMENT  
340 HAVEN STREET, SCHUYLKILL HAVEN, PA 17972

P: 570-385-1313

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## **RULES AND REGULATIONS FOR SCHUYLKILL HAVEN BOROUGH RECREATION FACILITIES**

The use of the Schuylkill Haven Borough Recreation Facilities shall be governed by the following rules and regulations:

1. Use of property shall be limited to that listed on the contract form. Any damages to facilities must be reported **immediately** to the Schuylkill Haven Police Department at 570-385-9111 and Recreation Department at 570-385-1313. **Any damage that is not reported or occurred during rental will have the financial responsibility for repairs or replacement placed solely on renter of facility.**
2. Borough property shall not be removed from premises. No changes or alterations shall be made to the property. All facility furniture shall be returned to their original location prior to leaving. **If the facility furniture is not returned to original location, a maintenance fee will be billed to the renter.**
3. Borough property shall not be used for any purpose which is in conflict with the aims and objectives of the Borough.
4. Availability of recreation facilities shall be, at all times, subject to requirements and activities of the Borough and Recreation Department.
5. Use of profane language, alcoholic beverages, illegal drugs, gambling, and noncompliance with posted rules on property is **strictly prohibited**. No fires, open flames, or burning are permitted.
  - a. With permission from the Borough and obtainment of the the proper licenses through the county and/or state, groups may provide a small form of gambling on the property. For gambling, including 50/50's or auctions, a Small Games of Chance license is required by the group. Submission of a copy of the license is required to the borough before activity.
6. The Borough or Recreation Department reserves the right to require Police protection and/or security at any event and, if required, the cost shall be paid by the organization using the property.
7. Persons or organizations requesting facilities shall file a completed application signed by an authorized official of the group or organization requesting space with Recreation Department at least fourteen(14) days before an event or activity.
8. Persons requesting the use of recreation facilities **must** be eighteen(18) years of age or older and **must** be present **at all times** during the event.
9. A Certificate of Insurance with the Borough named as an Additional Insured is required, if applicable. Any events wishing to *serve alcohol* must adhere to the borough ordinance. Approval by Council is conditioned upon additional insurance, PA LCB compliance, and sufficient security measures.
10. There will be a nonrefundable deposit fee charged for all facility use.
11. All trash must be cleaned up and placed in receptacles prior to leaving premises.
12. **No smoking or tobacco products allowed on Borough property.**

BOROUGH OF SCHUYLKILL HAVEN DISCLAIMS ANY LIABILITY FOR ANY PERSONAL INJURY OR PROPERTY LOSS OR DAMAGE SUSTAINED BY ANYONE USING ITS FACILITIES. YOU ARE FURTHER ADVISED THAT BOROUGH OF SCHUYLKILL HAVEN IS IMMUNE FROM LIABILITY FOR ANY SUCH DAMAGES.

### **Park Rules**

- Parks are open from sunup to sundown. No person is permitted on park property unless park is open.
- Park Areas within the Borough are open all year round, weather permitting.
- Any changes to rental, event, practice, or game must be submitted to Recreation Department for approval.
- No person shall cut, mutilate, or remove any tree, shrub, flower, or other park property.
- No motorized vehicles or vendor vehicles are allowed to be on any Borough Park property grass or fields.
- No unreasonable noise, No littering, No soliciting and No fighting.
- All pets must be on a leash at all times, under control of the owner at all times and must be cleaned up immediately. The Recreation Department provides pet pick up bags at Bubeck park in 3 locations.
- No bicycles or skateboards.
- Groups are required to provide Liability insurance with the **Borough of Schuylkill Haven** named as third party, if applicable. This includes but not limited to athletic events or whole park rentals.

### **Bubeck Park**

Bubeck Park has three(3) pavilions and a basketball court for rent.

Pavilions are located: One(1) on the corner of South Berne Street and two(2) on Washington Street at Bubeck Park.

### **Compost Park**

Softball/Baseball Field is available for rent.

Additional Rules:

- Field must be raked after each use. Teams will be charged for damages incurred due to negligence.
- Parking must be outside the gate. If using gate key, the gate can not be tampered with in order to remain open!

### **Island Park**

Spotts Field #1 and #2, pavilion, and multipurpose fields are available for rent.

Additional Rules:

- If using the Spotts Fields, fields must be raked after each use. All lined fields must be relined, if practiced on.
  - All groups must put away all equipment that was unloaded from the job box.
- Groups will be charged for damages incurred due to negligence.
- **Concession stand is not for rent.** If event is running, Recreation Department can provide one, if proper notice.

### **Neighborhood/Senior Center**

Two(2) meeting rooms and the multipurpose room are available for rent.

Additional Rules:

- No Food or Drinks in multipurpose room.
- No playing or running in the hallways. All parties must stay in the rented area.

### **Playground Pavilions**

Only the Pavilions are available for rent. **Playground equipment is not rentable, you must share with the public!**

**Failure to comply with any rules and regulations will result in loss of recreational privileges and/or prosecution.**

Refunds will be decided on a case by case basis by the Recreation Manager.

Cancellations due to weather will be determined by the Recreation Department.

## Fee Schedule

**Deposit:** \$25.00 for all facilities unless no charge occurs.

**Class A:** Resident *Non-Profit* Group with over 50% of the members must reside in Borough.

**Class B:** Non Resident *Non-Profit* Group.

**Class C:** Borough Resident or Group. If you are a group, over 50% of the members must reside in Borough.

**Class D:** Schuylkill Haven Area Schools or Schuylkill Haven School District Resident not living in Borough.

**Class E:** Non Resident or Non Resident Group.

Rental Rates					
Facility	Class A	Class B	Class C	Class D	Class E
<b>Bubeck Park</b>					
Pavilion (1,2, or 3)	Donation	\$10 per hour	\$10 per hour	\$15 per hour	\$20 per hour
Basketball Court	Donation	\$10 per hour	\$10 per hour	\$15 per hour	\$20 per hour
Whole Park <i>(Runs/Walks)</i>	\$75 per day	\$100 per day	\$100 per day	\$150 per day	\$200 per day
<b>Compost Park</b>					
Field	Donation	\$10 per hour	\$10 per hour	\$15 per hour	\$20 per hour
<b>Island Park</b>					
Spotts Field #1 or #2	Donation	\$15 per hour	\$15 per hour	\$20 per hour	\$25 per hour
Pavilion	Donation	\$25 per hour	\$25 per hour	\$30 per hour	\$40 per hour
Multipurpose Field (1,2, or 3)	Donation	\$15 per hour	\$15 per hour	\$20 per hour	\$25 per hour
Any Field (game use)	\$10 per game	\$15 per game	\$15 per game	\$20 per game	\$25 per game
Whole Park <i>(Runs/Walks)</i>	\$75 per day	\$100 per day	\$100 per day	\$150 per day	\$200 per day
<b>Neighborhood/Senior Center</b>					
Meeting Room #1/#2/#3	Donation	\$25 per hour	\$25 per hour	\$30 per hour	\$35 per hour
Gym	Donation	\$30 per hour	\$30 per hour	\$40 per hour	\$45 per hour
Gym and any Meeting Room	Donation	\$50 per hour	\$50 per hour	\$60 per hour	\$65 per hour
<b>Playground Pavilion</b>					
Any Playground Pavilion	Donation	\$10 per hour	\$10 per hour	\$15 per hour	\$20 per hour
<b>Schuylkill Haven - Based Youth Sports Groups</b>					
\$200 per season for maintenance on fields					
<b>Equipment Rental -(ONLY for use at our facilities!)</b>					
\$5.00 per table			\$2.00 per chair		
<b>Renter is responsible for set up and cleanup for all rentals. Rates are subject to change.</b>					

**Note:** Borough of Schuylkill Haven events, programs, or games are given first priority and may bump your event. Resident then SH School District area resident events are given preference over non-resident events.



**Schuylkill Haven Recreation Department**

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**FACILITY REQUEST FORM**

***Please fill out completely – PLEASE PRINT***

Is the individual/group located within the Borough of Schuylkill Haven? YES \_\_\_\_\_ NO \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ Class: \_\_\_\_\_

Name of Adult with Primary Legal Responsibility: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Facility Requesting: \_\_\_\_\_

Reason for Renting: \_\_\_\_\_

Date(s) Requested (attach a schedule if multiple day event): \_\_\_\_\_

Times Requested: \_\_\_\_\_

Number of Participants Expected: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Special Requests/Equipment needed: \_\_\_\_\_

**Agreement:** I/we accept responsibility for all persons in attendance and for financial liability for any damage done to property/equipment or injury to persons in attendance at the specified activities, and my signature confirms that I have received and understand the Regulations that govern me or my organization's use of Borough facilities.

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

***Photo I.D. Required***

**For office use only:**

Non-refundable Deposit paid: \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Balance due: \_\_\_\_\_

Final payment made: \_\_\_\_\_ Method of Payment \_\_\_\_\_

Photo I.D. provided (copy attached): \_\_\_\_\_ Insurance provided (copy attached): \_\_\_\_\_

Recreation Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Borough Council Approval: \_\_\_\_\_ Date: \_\_\_\_\_ (if necessary)

**Make check payable to: Schuylkill Haven Recreation Department**