



Centre Region Parks and Recreation

2040 Sandy Dr. Suite A

State College, PA 16803

Phone: 814-231-3071

OUTDOOR FACILITY REQUEST FORM

For group uses of:

Centre Region Municipal Park/Sportfield Areas, Leased Sportfield sites and Community Swimming Pools

- Before proceeding, please read the Reservation Policies and Procedures on the back of this request form
- Requests involving facilities operated by the School District should be directed to the SCASD Office of Physical Plant
- Please submit one request for each site requested- and fill out ALL information below. Note the seasonal deadlines for submitting requests
- Reservation fees may apply to group uses of the municipal park facilities. Visit www.crpr.org for details

1. Requested Site (please check one)

_____ Wherever available or appropriate

_____ Municipal Park: _____

_____ Community Swimming Pool _____ Welch Pool _____ Park Forest Pool

_____ Leased SCASD Sportfields _____ Houserville Elem. _____ Radio Park Elem. _____ Ferguson Elem.

2. Requested facilities at the above site: (sportfields, pavilions, swimming pool, restroom, etc.):

3. Requested dates, days and times:

DATES (starting and ending): _____ to _____

DAY(S) OF WEEK: _____

ACCESS TIMES (opening & closing): _____ to _____

EVENT TIMES (starting & ending): _____ to _____

If your schedule requirements are flexible, please indicate the request in general terms (i.e. 1/night week, etc.)

4. Activity Description: (Use additional page, if needed):

5. Number of Participants: _____ Age Range of Participants: _____ Number of Supervisors/Leaders: _____

Number of Centre Region Residents: _____ Fees Charged to Participants: \$_____per _____

6. Group & Contact Information:

Group Name: _____

Group Address: _____

Contact Person Name: _____ **Relationship to Group:** _____

Mailing Address: _____

Day Phone: _____ **Evening Phone:** _____ **Email:** _____

On behalf of this group, I understand all procedures associated with this request and accept the legal/financial responsibilities involved in the use of Centre Region Parks and Recreation sites.

Signature: _____

Date: _____

Based upon this request (and other requests), official forms will be provided, indicating approved dates, times, facilities and fees.
(Continued, turn over)

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1. Sport seasons are defined as below; this schedule shall act as a priority guide in issuing facility permits:

Winter (January-March).....FIELDS CLOSED/NOT AVAILABLE

Spring/Summer (April-August).....Softball, Baseball, Soccer, Tennis, Lacrosse, Aquatics

Fall (September-December).....Soccer, Football

2. The request procedure:

- All recreation-related requests must be submitted to Centre Region Parks and Recreation in writing by a specific date prior to their “season” :
 - Winter (January-March).....December 1 application deadline
 - Spring/Summer (April-August).....March 1 application deadline
 - Fall (September-December).....August 1 deadline application
 - CRPR compiles all requests and reviews the facility availability for that season. A region-wide schedule with staff recommendations is then prepared for review and approval by the CRPR Director.
 - CRPR notifies groups of final scheduling and provides the appropriate invoice and permit(s).
3. Uses of School District-owned facilities may be pre-empted for their own uses. Upon notification from District Officials, CRPR will relay this information to the appropriate group(s).
4. Groups shall take appropriate actions to maintain park security and investigate and/or prevent abuse of facilities. Groups will be held financially responsible for damages attributed to their use. CRPR may request a “Certificate of Insurance” from the group with respect to liability coverage.
5. Pursuant to Municipal Authority policies, appropriate fees may be charged to groups utilizing municipal and district facilities which, in the opinion of agency officials, impose excessive and/or unusual costs (maintenance or operational) on the agency or the host municipality.
6. “Let’s Be Honest...” In requesting uses of facilities, please be realistic. Do not ask for facility uses in excess of group requirements. Also, please explain what your group will be able to accomplish with the time you have requested (number of teams involved, games and practices per team per week).
7. The Agency’s determinations regarding seasonal schedules will reflect our commitment to providing a comprehensive, yet balanced offering of leisure opportunities. Additionally, final approvals will reflect a concern for the increased costs of facility operations, along with the increased demand for facilities. We look forward to your cooperation.

Centre Region Council of Governments

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