

# USE OF SIEBERT PARK STADIUM COMPLEX

## CAMP HILL BOROUGH

### SCHEDULE OF FACILITY USAGE FEES

**Categories:**

**Group 1:** Camp Hill School District Events, Borough Sponsored Events

**Group 2:** Camp Hill Borough Youth Organizations, whose primary purpose involves school-age children

**Group 3:** Sports teams without 75% Camp Hill Borough residents

**Group 4:** Non.-Profit community, civic and service group or organization located within Camp Hill Borough

**Group 5:** Profit or Non.-Profit groups or organization located within or outside the Camp Hill Borough

Area or Service	Group 1	Group 2	Group 3	Group 4	Group 5
	Camp Hill School District Events, Borough Sponsored Events	Camp Hill Borough Youth Organizations, whose primary purpose involves school-age children	Sports teams without 75% Camp Hill Borough residents	Non.-Profit community, civic and service group or organization located within Camp Hill Borough	Profit Groups inside the borough or Non.-Profit groups or organization located outside the Camp Hill Borough
<b>Stadium Rental</b>	N/C	N/C for CH Soccer Club Practices, but \$50/hr for games/tournaments	\$100/ hr	\$75/hr	\$500/hr
<b>Lights</b>	School District will be billed by Borough for light usage	\$100 / per event	\$100 /per event	\$100/ per event	\$100/ per event
<b>Press Box &amp; PA</b>	N/C	Not Available, unless tournament			
<b>Restrooms in Complex</b>	N/C	Not Available for practices, \$10/per day for tournament	\$10/ per day	\$10/ per day	\$20/ per day
<b>Field House</b>	N/C	Not Available	Not Available	Not Available	Not Available
<b>Concession Stand</b>	N/C	No Available, may have vendors in bus parking lot area	No Available, may have vendors in bus parking lot area	No Available, may have vendors in bus parking lot area	No Available, may have vendors in bus parking lot area
<b>Ticket Booth</b>	N/C	Not Available, unless tournament	Included in Stadium Rental Fee	Included in Stadium Rental Fee	Included in Stadium Rental Fee
<b>Associated Costs</b>	N/C	Yes	Yes	Yes	Yes

<b>Associated Costs</b>			
<b>Stadium Manager</b>	\$28.00	Per hour	Must be on site ½ hour before start time of event and ½ hour after event
<b>Custodial Personnel</b>	\$50.00	Per event	Cleaning of restrooms after event
<b>School Police</b>	TBD		
<b>Audio-Visual Technician</b>	\$20.50	Per hour	Must be on site ½ hour before start time of event and ½ hour after event

- All fees including Associated Costs will be paid upfront based on contract times allocated for use.
- Schedule of Usage Fees and Associated Costs are subject to change with each new fiscal year. (Jan.1-Dec. 31)
- N/C No Charge

#### **RENTAL RULES AND CONDITIONS**

1. Camp Hill Borough reserves the right to reject or cancel any reservation for any reason.
2. The rental of the stadium is granted on the condition that if needed for an event on any of the black out dates granted, their contract holder agrees to forego its use on such dates provided the contract holder is notified 24 hours in advance of the rental dates.
3. A completed Application for Facility Usage must be submitted at least 30 days prior to the date of the event.
4. Camp Hill Borough reserves the right to add additional regulations or restrictions at any time, either verbally or in writing, that are deemed necessary for the safety of people, protection of borough property, and the general welfare of the community, including the cancellation of any reservation.
5. The contract holder agrees to abide by the State and Local Code of Laws in using the stadium, and to prohibit any unbecoming conduct within the stadium. The contract holder agrees to be responsible for the proper use and care of the stadium and shall assume all responsibility for damage incurred to the stadium to include cost to repair/replace including labor of said property.
6. No drinking of intoxicating beverages or illegal use of drugs is permitted. There will be no smoking at the stadium.
7. All fees must be paid within 30 days of invoice date.
8. Camp Hill Borough requires users of the stadium to carry a commercial general liability insurance policy with a limit per occurrence of \$1,000,000. Camp Hill Borough must be named as an "additional insured" and the certificate of insurance must be received at least two weeks prior to the event.

9. The contract holder shall abide by the hours stipulated in on the contract. All persons participation in or attending the event shall be vacated from the facility at the expiration of the authorized use period. Siebert Park closes at 11 p.m.
10. Turf regulations must be adhered to.

**Borough of Camp Hill**  
Siebert Park Stadium Complex  
**APPLICATION FOR FACILITY USAGE**

To apply for facility use:

1. Applications for large or special events should be submitted no less than thirty (30) days prior to anticipated date of event.
2. When applicable, proof of liability insurance must be provided when filing the application.
3. Not-for-profit organizations shall provide an IRS tax exemption certificate.
4. Approved permits must be paid in full, and insurances submitted, no less than ten (10) business days prior to event or date will be forfeit.
5. Phone reservations are not accepted.
6. Application form must be completely filled out and signed by applicant before dates can be approved.

7. All Facility applications to rent/use the Siebert Park Stadium Complex should be returned to the Director of Recreation when complete.
8. Applications to rent the Stadium Complex should be returned to the Director of Recreation.
9. Make checks payable to **Borough of Camp Hill** for any and all fees.
10. The person in charge of an event must have the permit present with him/her at the event.
11. The Borough of Camp Hill does not provide backup dates or refunds for cancelled events. Rescheduled event dates must be applied for in the same manner as original date.

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**PLEASE BE ADVISED:**

Serving of alcoholic beverages are prohibited in all Borough parks and facilities.  
Renter is responsible for cost of a Uniformed Police Officer to be present.

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**APPLICATION** (please print)

(Must be a Camp Hill Borough Resident)

Organization \_\_\_\_\_ Non-Profit? Yes  No  Person in Charge \_\_\_\_\_  
Address \_\_\_\_\_ Town \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Eve. Phone \_\_\_\_\_ Other Phone \_\_\_\_\_  
Fax \_\_\_\_\_ E-mail \_\_\_\_\_ Date of Application \_\_\_\_\_

**EVENT INFORMATION**

Facilities Requested (see attached list & fee schedule): \_\_\_\_\_

Days (check all that apply): Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.  Event Dates \_\_\_\_\_

Arrival/Start Time \_\_\_\_\_ am/pm End/Leave Time \_\_\_\_\_ am/pm (Please include setup & cleanup time.)

Type of Event \_\_\_\_\_ Will admission be charged? Yes  No

Estimated number of participants \_\_\_\_\_ # of C.H. Residents \_\_\_\_\_ # of nonresidents \_\_\_\_\_

Due dates for payments: Facility Rental Deposit (25% of total facility charges) – upon signing of contract  
Balance of Facility Rental Fee and Security Deposit - 3 weeks prior to event

Refund Security Deposit (3 weeks following event) to: \_\_\_\_\_

**INSURANCE/USE AGREEMENT**

*A Release/Indemnification Agreement indemnifying the Borough of Camp Hill is required for all events. A certificate of insurance for specific dates and facilities may be required. For further information, please contact the Borough Manager at (717) 737-3456.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FACILITY USE AGREEMENT**

Name of Contact Person: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

In consideration granted by the Borough of Camp Hill for the use of premises known as the Siebert Park Stadium Complex on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the applicant does hereby covenant and agree to save and hold harmless the Borough of Camp Hill, its elected and appointed officials as well as all employees while acting within the scope of their duties, from any and all liabilities or costs arising out of the use of the described premises by the applicant, the applicant's invitees, or other persons.

It is agreed that the use of the facilities on the above-named day and date will be for the following purpose and no other:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant acknowledges that the permission to use above-listed facilities is limited to those premises described above and is for the activity listed only. The foregoing notwithstanding, however, this agreement shall be applicable to any claim or claims asserted against the Borough of Camp Hill or any loss incurred arising out of the applicant's use thereof, whether or not said activity extends beyond the permitted type or locale, or occurs on a different date than specified.

Applicant agrees that this indemnification and hold-harmless agreement shall include the responsibility to provide legal defense for the Borough of Camp Hill for any suit arising out of applicant's use of the premises, and that should the applicant's insurance carrier fail or refuse to provide such a defense, the applicant will reimburse the Borough of Camp Hill for any and all costs incurred by it for any person or organization acting on its behalf.

Applicant further agrees to abide by all rules and responsibilities associated with use of the above-listed premises, as set forth in the Borough of Camp Hill Siebert Park Stadium Complex Rules and Regulations.

**Witness:**

**Applicant:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Camp Hill Siebert Park Stadium Complex  
Release/Indemnification Agreement**

*Required by all groups using the Siebert Park Stadium Facilities*

For and in consideration of being granted a Facilities Usage Agreement to access and use the Siebert Park Stadium Complex, \_\_\_\_\_

(Name of Applicant)

referenced as Applicant, hereby agrees to release, indemnify and hold harmless the Borough of Camp Hill ("Borough") and all their past, present and future officers, officials, agents, servants, and employees hereinafter collectively referred to as Borough against any and all injury, loss or damage and any and all claims for injury loss or damage, of whatever nature, caused by or resulting from, or claimed to have been caused by or to have resulted from any act, omission or negligence of the Applicant or anyone claiming under the Applicant (including, but without limitation, officers, agents, servants, invitees, guests, students, volunteers, of the Applicant and employees and contractors of the Applicant and collectively referred to as Applicant), at or about the premises.

This agreement indemnifies Borough from all costs, expenses, and liabilities incurred in connection with any injury, loss or damage claimed by any third party, and holds Borough harmless from any claim brought by Applicant, unless the injury is caused by the negligence of Borough.

Applicant shall maintain commercial general liability insurance, with respect to the premises and its appurtenances, issued by insurance companies authorized to do business in the Commonwealth of Pennsylvania, naming the Borough of Camp Hill as additional insured, in an amount not less than one million dollars (\$1,000,000) combined single limit for both bodily injury and property damage. Applicant shall deliver to Borough prior to commencing use of the premises the policies of such insurance or certificates thereof. Each such policy shall provide that the same shall not be modified or terminated without at least ten (10) days written notice to each named insured. Applicant is advised that failure to maintain such commercial liability insurance may result in Applicant being subject to potential liability for claims arising from the use of the premises.

Applicant shall, at its own cost and expense, with counsel approved by Borough, defend any and all suits and actions (just or unjust) brought against Borough or in which Borough may be impleaded with others upon any such above-mentioned matter, claim or claims, unless such other suit or action is the direct result of Borough's negligence. The Applicant agrees that it shall not file any claim, complaint, charge or lawsuit against Borough for any matter, claim or incident, known or unknown, which occurs or arises out of Applicant's use of the premises.

Applicant: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**BOROUGH OF CAMP HILL  
SIEBERT PARK STADIUM COMPLEX  
SYNTHETIC TURF FIELD**

THE BOROUGH OF CAMP HILL IS PLEASED TO OPEN THE SYNTHETIC ATHLETIC FIELD AND TRACK AT THE SIEBERT PARK STADIUM COMPLEX.

THE FOLLOWING ARE SYNTHETIC FIELD RULES AND REGULATIONS THAT MUST BE FOLLOWED:

1. No food or drinks (except water) permitted on the turf field. No "colored" drinks.
2. No glass bottles or containers allowed on the turf field.
3. No chewing gum, candy or sunflower seeds permitted on the turf field.
4. No spitting!
5. No dogs or other animals permitted on the turf field.
6. No skateboards, roller blades, bicycles, strollers or motorized vehicles permitted on the turf field or track – they must be left outside fenced in area.
7. Golfing is not permitted on turf field.
8. No chairs of any kind permitted on the turf field.
9. No platforms of any kind permitted on the turf field.
10. No open flames or fireworks permitted on the turf field.
11. No smoking in any areas of the Siebert Park Stadium Complex.
12. No throwing of discus, javelin or shot put on the turf field.
13. No metal cleats permitted on turf field. Rubber or plastic cleats only.
14. Alcoholic beverages are not permitted in the Siebert Park Stadium Complex.
15. No stakes, posts, poles, or markers of any kind may be driven into the field.
16. Please pick up litter and place all garbage and recyclables in proper containers.
17. **PERMITS ARE REQUIRED FOR ALL GROUPS TO USE THE FIELD. THIS WILL BE STRICTLY ENFORCED.**

Parking at the Siebert Park Stadium Complex must be in designated parking areas. Parking along the roadway is not permitted. Violators will be towed.

Pedestrian entrance to the turf field shall be through the main gate or unlocked side gates. There is absolutely no climbing over the fence.

Spectators may view games from the bleachers. Collapsible chairs are permitted outside the fenced in field area. Thank you for your cooperation and with your help these fields will stay in great condition for many years to come.

For more information please contact the Borough of Camp Hill, Director of Recreation at (717) 737-3456.

\_\_\_\_\_ Applicant – Signature

\_\_\_\_\_ Director of Recreation - Signature