

Upper Moreland Township Parks and Recreation Department

# OUTDOOR FACILITY REQUEST FORM

Upper Moreland Township Dept. of Parks and Recreation  
117 Park Avenue, Willow Grove, PA 19090  
215.659-3100 ext. 1039

**-Please submit one request form for each site requested.**

**-Permits will only be provided to Upper Moreland Resident groups, defined as 75% of the roster/group must reside in Upper Moreland Township (a roster will be required).**

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NOTE:

**All Requests for School District Facilities must be made directly through the Upper Moreland School District**

- UMSD requires online requests for school district facility use. All School District facility requests must be made directly with Upper Moreland School District. The district has defined their sport schedule according to the following:

<b>November 1</b>	Window opens for Winter Season November 23 <sup>rd</sup> through February 18 <sup>th</sup>
<b>January 5</b>	Window opens for Spring Season February 19 <sup>th</sup> through June 11 <sup>th</sup>
<b>May 1</b>	Window opens for Summer Season June 12 <sup>th</sup> through August 5 <sup>th</sup>
<b>August 1</b>	Window opens for Fall Season August 6 <sup>th</sup> through November 22 <sup>nd</sup>

- Upper Moreland Township Parks and Recreation defines sport seasons as outlined below; and, this schedule shall act as a priority guide in issuing facility permits (sports other than those listed will also be considered).

**SPRING/SUMMER (Mar.-Aug.)** softball, baseball, lacrosse

**FALL (Aug.-Dec)** soccer, football, field hockey, cheerleading

- REQUEST PROCEDURE:**

-all recreation-related requests must be submitted to the Department in writing by specific dates prior to their "season".

**SPRING/SUMMER (Mar.-Aug.)** January 27 application deadline

**FALL/WINTER (Aug.-Dec.)** June 15 application deadline

-The Department notifies groups of final scheduling and provides a permit for all approved user groups.

- With respect to scheduling OUTDOOR facilities, priority will be given to youth resident groups first and adult resident groups second. **Department or School activities may pre-empt scheduled community activities.**
- Groups shall take appropriate actions to maintain safe use of all facilities and to prevent abuse of facilities. Groups will be held financially responsible for damages attributed to their use. The Department requires a "Certificate of Insurance" from the group with respect to liability coverage prior to any fields being allocated to the group.
- LET'S BE HONEST...** when requesting the facilities, please be realistic. Do not ask for facilities in excess of your needs. Time requested should be basically similar to your actual use in the proceeding year. Also, please explain what your group will be able to accomplish with the time you have requested (# of teams, games or practices/week).
- The Department's recommendations regarding seasonal schedules will reflect our commitment to providing a comprehensive, yet balanced offering of leisure opportunities. We look forward to your cooperation.