

Upper Moreland Township
Department of Parks and Recreation
Special and Large Events Policy in Community Parks
215-659-3100 ext 1039 **www.uppermoreland.org**

This brochure is intended to provide information pertaining to the reservation of Upper Moreland Township's Community Parks (**Masons Mill, Veterans Memorial, and Frank J. Pileggi Parks**) for special/large group events. Please review the information prior to requesting space in one of our parks.

WHAT IS CONSIDERED A SPECIAL / LARGE GROUP EVENT

Any event which is requesting the use of a portion of a park as a fund raiser, community event, walk-a-thon, running events, or any event in which more than 100 people, but less than 500 expected to attend is considered a Special/Large Group Event. Carnivals, fairs, festivals, or similar events are NOT PERMITTED in any Upper Moreland Township Park.

WHAT IS THE PROCESS FOR SCHEDULING A SPECIAL / LARGE GROUP EVENT?

1. Obtain and review this informational events flyer.
2. A phone call or e-mail request must be made with the Department of Parks and Recreation at least **90 days prior to the event**. Date will be held for 30 days.
3. A UMP&R Special/Large Group Event form must be completed and submitted to the Department at least **60 days prior to the event**. Forms may be obtained from the Parks and Recreation Office or www.uppermoreland.org.
4. A meeting will be held with the Director of Parks and Recreation to discuss the event (person to person, phone, e-mail). Once approved by the Director a tentative permit will be mailed.
5. An invoice, if applicable, and tentative permit will be mailed. Applicable fees and the **signed tentative permits must be returned with payment at least 30 days prior to the event**. Once received, a final facility permit will be mailed.
6. **Certificates of Insurance**, listing Upper Moreland Township as additionally insured, are required 30 days in advance of any Special/Large Group Event.
7. Commercial vendors are only permitted in Township Parks with a pre-authorization permit from the Township. Additional fees may be charged.
8. Township **Police Officers are required** for fund raising and large group events. Organizers are required to schedule officers with the Upper Moreland Police Department. **Additional fees will be charged.**
9. Parking IS an issue with all large events. Community Organizers should be aware that vehicles parked illegally will be ticketed by the Upper Moreland Police Department. It is the responsibility of the event organizer to find additional parking for their event.
10. Other sections of the park will remain open to the general public during your event.

WHO MAY REQUEST A SPECIAL / LARGE GROUP EVENT?

Due to the popularity of our parks, only the following groups may request a reservation for a special/large group event.

- **All groups must be Upper Moreland based.** Upper Moreland based is defined as: the event organizer must be from Upper Moreland Township, the entity making the request must be from Upper Moreland Township and 75% of the participants must be from Upper Moreland Township. If you do not meet these criteria, we will not provide a permit for use.
- Neighborhood groups wishing to schedule a neighborhood event at a local park may contact the Director of Parks and Recreation for specific information related to a neighborhood picnic event.

RENTAL PERIODS

Parks may be reserved for Special/Large Group Events during the following dates/times:

-January – April 15:

Weekdays: any time; Weekends: any time

-April 16 – June 15:

Weekdays: any time; Weekends: from 7:00AM to 10:00AM only

-June 16 – August 31:

No Times Available due to park use

-September 1 - 30:

Weekdays: any time; Weekends: 7:00AM to 10:00AM only

-October – December:

Weekdays: any time; Weekends: any time

Times may vary pending the park selected

FEES SCHEDULE

- A \$200.00 Security Deposit is required and is due 30 days prior to the event. The security deposit will be returned within 14 days after the completion of the event; after a park inspection by the Director of Parks and Recreation.
 - **A RESERVATION FEE** of \$250 is required 30 days prior to the event for **all reservations and entitles the group to a three hour time period**. If you are requesting the use of a picnic pavilion, those pavilion rental fees are still applicable.
 - Additional hours may be reserved at a rate of \$50.00 per hour and payment is due in advance. If the event runs "long or late" those additional fees will be charged at this rate.
 - Other fees will include Upper Moreland Police Department Fees to be scheduled by the event organizer and the Upper Moreland Police Department.
 - Additional fees may include parks maintenance worker and park attendant fees, if applicable. All fees will be discussed at the meeting prior to approval.
- Note: Township and School District Functions are not subject to this policy.

**UPPER MORELAND TOWNSHIP
DEPARTMENT OF PARKS AND RECREATION
PARKS SYSTEM**

Please enjoy all that our parks system has to offer.
For your enjoyment and safety, and for the enjoyment and
safety of others the following is not permitted:

PARK REGULATIONS

Upper Moreland Township Code, Title 6 excerpts

Park Hours: Sunrise to Sunset
(except for lighted court areas)

NO

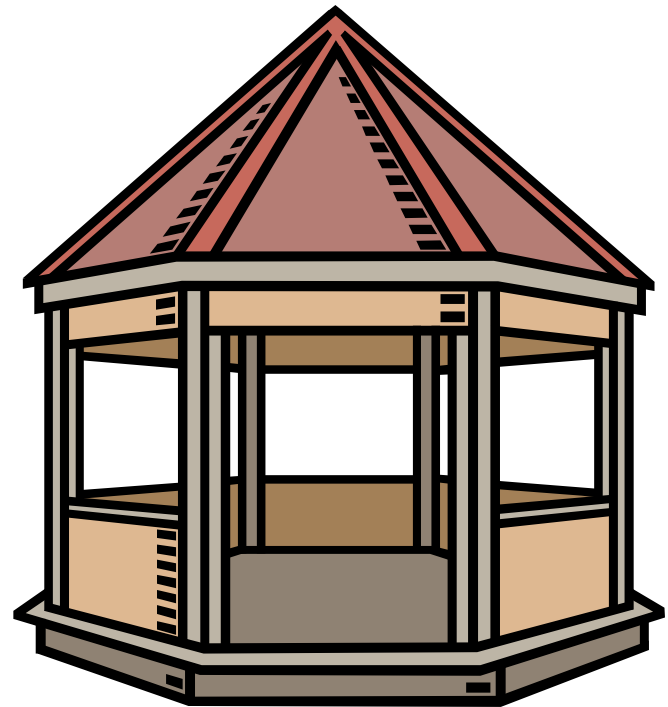
- Intoxicating Beverages
- Smoking or Tobacco Products
- Pet Animals
- Pellet, BB or other Guns like these
- Soliciting
- Gambling or Lewd Acts
- Gas Grills
- Feeding Waterfowl
- Abusive, Threatening, or Indecent Language
- Model Rocketry
- Practicing or Playing Golf

Park in Designated Spaces Only
Fires are **ONLY** Permitted in Grills, Stoves,
or Fireplaces Provided

Full text of ordinance available at the Municipal Building
Upper Moreland Township
Department of Parks and Recreation
117 Park Ave., Willow Grove, PA 19090
215-659-3100

Upper Moreland Township
Department of Parks and Recreation

**COMMUNITY PARK
SPECIAL / LARGE
EVENT USE POLICY**



**Masons Mill, Veterans Memorial
and Frank J. Pileggi Parks**

RESIDENT GROUPS ONLY
may reserve a park for a large / special events