

MIDDLESEX TOWNSHIP PARKS & RECREATION FIELD USE REQUEST

50 Beagle Club Road, Carlisle

Complete this form if you are interested in renting a ball field at Middlesex Township Park on 50 Beagle Club Road. All requests will be reviewed, and field assignments will be made with an attempt to accommodate as many teams as possible. (Depending on the number of requests, it is possible that the dates, times or fields may not be available to all who apply.)

Field Requests should be completed and emailed to:

sshepler@middlesextwp.com

2026 Notes

- Teams are required to drag fields after practice. Tractors and drags will be in sheds centrally located.
- Base plugs must replace the bases when you are done using the field.

**MIDDLESEX TOWNSHIP
PARKS & RECREATION**

2026 FIELD USAGE REQUEST

1. ORGANIZATION

Organization Name _____

Organization

Leader's Name _____ **Phone** _____

Email _____ **TOTAL NUMBER OF PARTICIPANTS IN ORGANIZATION** _____

2. COACH/TEAM

Team Name _____

Coach's Name _____ **Phone** _____

Email _____

Permission to share email with other coaches regarding fields& schedules _____ (initial and date)

List any additional contacts & contact information on a separate sheet.

3. PARTICIPANTS

Participant Ages _____ **Number of Participants on Team** _____

Number of Participants that are Middlesex Township Residents _____

4. FIELD USE

FIELD NUMBER REQUESTED _____

CHECK ONE OR BOTH OF THE FOLLOWING:

Spring/Summer Season _____ **AND/OR** **Summer/Fall Season** _____

March— July 18

July 19—October 31

DAYS of the WEEK REQUESTED (*For Example: Tuesdays & Thursdays*)

TIME REQUESTED (*For Example: 4-6pm*)

AGREEMENT

I _____, a representative for
(Print Full Name)

_____, agree to be responsible for any
(Print Company or Association Name)

property damage to the Township Park as a result of our use. In addition, we agree to pay:

- **Regular Field Rental Fees:** \$200/field per season (Spring/Summer, Summer/Fall) and \$50 for each additional day of use. For example: To reserve Field 1, Tuesdays/Thursdays it would cost \$200 plus an additional \$50. The total for one season would be \$250. No deposits are required.
- **Tournament Fees:** \$300/day per field, plus \$300 refundable security deposit if additional portable restrooms are needed, organizer is responsible for the cost.
- **One-time Use Fee:** \$50/day per field

I acknowledge that the Township will not be liable for any actions of or injuries to any persons or member that occurs during the use of these facilities.

We agree to follow Middlesex Township Park and Recreation Facilities Rules and Regulations and Additional Field Use Rules attached to this agreement.

Signature of Representative: _____

** Once requests are reviewed a Field Use confirmation email will be sent. Your rental fee must be received by the Township by March 2, 2026. In addition, your organization's Certificate of Liability Insurance will be needed. Payment and Insurance Certificate must be received prior to field use.

Checks should be made payable to Middlesex Township. Checks can be sent to or dropped off at :

Middlesex Township, Suite 1, 350 N. Middlesex Road, Carlisle, PA 17013

In the check memo please list team name and coach name.

OFFICE USE ONLY

Date Received Request _____

Date Received Rental Fee _____ Check # _____ Amount _____

Date Received Insurance Certificate _____

MIDDLESEX TOWNSHIP
PARK AND RECREATIONAL FACILITIES
RULES AND REGULATIONS

REGULATIONS FOR PARK AND RECREATIONAL FACILITIES

The following rules and regulations shall govern all parks and recreational facilities owned or leased by Middlesex Township and are effective immediately.

1. **HOURS**

The park shall be open from 8:00 AM to dusk. No one shall be permitted on the park premises between dusk and 8:00 AM without prior written approval.

2. **PROHIBITED ACTS**

The following acts and conduct are prohibited in all areas:

- a. Possession or use of alcoholic beverages.
- b. Boisterous, immoral or indecent conduct.
- c. Discarding of trash, garbage or other litter, except into containers provided for that purpose.
- d. Damage, defacing, destroying or removing any Township owned property, sign, structure, equipment or other material.
- e. Driving of nails or other hardware or carving in/on any trees.
- f. Posting of signs, distributing, selling, servicing or renting of any supplies, equipment, material, or commodity whatsoever, or soliciting for any purpose without prior written authorization from Middlesex Township.
- g. Operating, stopping or parking any vehicle or bicycle, snowmobile or motorcycle except on designated roads, trails or parking areas, except as authorized by Middlesex Township.
- h. Operating any vehicle or bicycle in a reckless or negligent manner, in excess of the posted speed limit of 10 mph, or in areas of prohibited parking, as posted by Middlesex Township.
- i. Commercial vehicular traffic, unless providing authorized service.
- j. Possession of a firearm in violation of Pennsylvania law and the possession of any bows and arrows, airguns, paint guns, slingshots, fireworks or lethal or dangerous weapons, unless sanctioned by Middlesex Township.
- k. Hunting, trapping or the discharge of any firearm, except in the lawful use of self defense.
- l. Camping, and use of all fires, except in designated areas and facilities. No fires will be left unattended nor charcoal deposited or discarded.
- m. Bicycles, skateboards and roller skates are not permitted in the courtyard area or on playing courts, I.E. tennis and basketball courts.
- n. Standing on picnic tables and climbing on fences.
- o. Meetings, rallies or assemblages for purposes other than pick-up athletic games except as previously approved in writing by Middlesex Township. Application must be made in writing at least seven (7) days in advance of the event, stating the name of the organization, purpose, number of persons, expected duration and the names of the persons to be responsible for the activity.
- p. All dogs shall be kept on a leash not to exceed six (6) feet, except where designated to run while under the control of the handler. All animal waste is to be cleaned up by the handler immediately. Field training is not permitted except as sanctioned by Middlesex Township.
- q. Any activity involving the use of horses except with prior approval of the Township in writing.

3. **AUTHORITY TO ESTABLISH PRIORITY OF EVENTS.**

The Township shall have the authority to establish priorities and to schedule all events in designated areas.

4. **AUTHORITY TO CLOSE AREAS.**

Facilities which become hazardous due to any reason may be closed at the discretion of the Township.

Middlesex Township

Additional Field Use Rules

1. Coaches are encouraged to make the best, responsible decision on use of the fields during rainy/stormy days/weeks. (If the fields are being used when they should not be, the Township will close fields.)
2. After use, bases must be placed in boxes, base plugs must be put back in place and field should be dragged.
3. After use, rakes, L-brackets and other equipment must be placed where they do not interfere with dragging or mowing.
4. All trash should be collected and disposed of in available trash cans.
5. The Township has the right to terminate use of fields if they are being misused.
6. Fields must be dragged after each use. Tractors and drags must be returned to appropriate shed and shed must be locked after use. Any questions or concerns should be addressed, email sshepler@middlesextwp.com
7. Any paperwork or forms required by the Township throughout the season will be completed or the team forfeits use of the fields.

I agree to follow the rules listed above.

Signature

Printed Name

Organization and/or Team Name

Date



Google earth

feet 1000
meters 600

