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Commission Use Only

**Borough of Emmaus**  
**Application for Use of Borough Facilities**

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

Address of Organization: \_\_\_\_\_

Organization Phone: \_\_\_\_\_ Organization Email: \_\_\_\_\_

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

Contact Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Contact Work Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Give a brief description of the nature and purpose of the event: \_\_\_\_\_

\_\_\_\_\_

**Liability Insurance Information**

The Borough of Emmaus requires that all organizations requesting the use of Borough owned / maintained fields provide proof of insurance in the amount of \$1,000,000.00. Please **attach** documentation from your insurance company showing coverage amounts. Any requests received without proof of coverage will not be considered until proof is received.

**A LIST OF PARTICIPANT'S ADDRESSES MUST BE INCLUDED WITH THIS REQUEST.**  
**PLEASE DO NOT INCLUDE NAMES**  
**RETURN FORMS TO:**  
**EMMAUS PARKS AND RECREATION COMMISSION**  
**28 S. 4<sup>TH</sup> STREET, EMMAUS, PA 18049.**



## Baseball / Softball Field Rental Fees

Per Practice	\$20.00
Per Game	\$40.00
Light Usage Fee	\$40.00
Per Field Per Day	\$150.00

## Multipurpose Field Rental Fees

Per Practice	\$20.00
Per Game	\$40.00
Light Usage Fee	\$40.00
Per Field Per Day	\$150.00

1. Fees are automatically waived for organizations with 50% or greater Emmaus Borough Residents on their roster as verified by the Parks and Recreation Commission.
2. Fee waiver requests must be submitted in writing to the attention of Borough Council following the approval of field usage.
3. All fees are billed upon approval of the reservation of the field(s) and are non-refundable, unless the borough closes the fields. Payment is due sixty (60) days following approval, however, no less than ten (10) days prior to event.

If an organization cancels a field reservation with at least 14 days written notice to the Borough, then the organization shall be entitled to a refund of 50% of the amount that was paid for the field.