

BOROUGH OF GORDON
PLANE & OTTO STREETS
GORDON, PENNSYLVANIA 17936
570-875-4909
570-875-3155
www.gordonborough.com

Borough Council Park Committee

FIELD REQUEST FORM

Name _____ Home Phone Number _____

Home Address _____

Organization / Company Name _____

Organization / Company Address _____

Organization / Company Phone Number _____

Field Requested _____

Date & Time Requested _____ Second Choice _____

Activity to be held _____

This form must be received seven days prior to the requested date. No exceptions will be allowed.

Violations of park rules and regulations will result in the revocation of this permit.

For Official Use Only

Date form submitted _____

Is Proof of Residency or Insurance Attached? _____

FIELD POLICY

1. The field will be assigned on a first come – first serve basis.
2. Gordon-based companies, surrounding businesses and youth/adult sports organizations must provide a copy of an insurance policy specifically indicating coverage for the particular date that was requested, and citing the individual activity that they will be engaged in. The “Borough of Gordon” must be named on the rider as being covered.
3. Gordon-based or surrounding Service Organizations, e.g. Fire Department, may apply for the field for independent games. These requests must be submitted in writing on the organization’s letterhead/stationary.
4. All request forms must be submitted to the Borough Secretary no later than seven (7) days prior to the requested date. No exceptions will be made.
5. Rain dates are not automatically assigned and must be requested after the originally requested date has passed. The seven (7) day advance notice will also be required for rain dates.
6. The Borough Secretary will issue a permit to those parties that meet all of the above requirements. The original permit, along with the person to whom the permit was issued, must be present at the field at the time of the scheduled activity. This permit must be presented to a Borough and/or Police Department official if requested.
7. No alcohol or open fires are allowed in the park or on the field. BBQ’s are permitted in the pavilion areas only.

The above policy has been approved by the Gordon Borough Council