DERRY TOWNSHIP

Kishacoquillas Park

Park Use Policy Manual

Board of Supervisors of Derry Township

UPDATED 1-1-2026

I. GENERAL RULES & REGULATIONS

A. PLEASE:

- ***NO Parking or Driving in Grassy Areas;***
- ***NO Bicycles on trail, "midway" or other areas other than traveled cartways provided and marked for such use;***
- ***NO Roller skating, street skating, rollerblading or skateboarding in park;***
- ***NO one over age 14 is permitted to fish in pond;***
- ***NO Unleashed pets/animals are permitted in the Park;***
- ***NO Standing or lying on tables, benches or seats is permitted;***
- ***NO Alcohol is permitted in any area of the Park;***
- ***NO Smoking is permitted in the Park nor is the use of other Tobacco Products (e.g. "Smokeless tobacco" or chewing tobacco) permitted in any area of Park;***
- ***NO illegal Gambling/indecent acts/abusive, threatening or profane language shall be permitted;***
- ***NO Solicitations;***
- ***Due to valid concerns for the safety and welfare of citizens and other users of the Park, as a result of the limited area of the Park and the close proximity of persons, roads, facilities and the like at the Park, Except for law enforcement personnel such as police, Township authorized security guards and the like in the necessary performance of their duties, or except upon special permission being given by the Township Supervisors in relation to an event or the use of the Park, there shall be no discharging of Firearms in the Park;***
- ***NO archery or shooting of arrows is permitted in the Park, except as may be permitted by the Supervisors in approved facilities or for events;***
- ***NO Golfing, except as may be permitted by the Supervisors in approved facilities within the Park;***
- ***NO throwing of objects such as javelins, discus or similar athletic or recreational equipment;***
- ***NO Damage/defacement of public property, signs, notices, etc.***
- ***NO Maltreatment or disturbance of animals/birds***
- ***NO Fires except in facilities provided for such purposes***
- ***NO Persons over 12 years of age without shirts/proper covering***
- ***NO Loud/amplified music, except as permitted and regulated by the Supervisors; and***

B. Park Hours: Park is open daily from 7:00 a.m. to 11:00 p.m.

C. The Derry Township Board of Supervisors may make exception to any of the park use rules or regulations, including rental rates, based upon specific distinguishable facts;

D. To the extent permitted by law, the Township Supervisors reserve the right to refuse service or to refuse to rent facilities to applicants in their discretion based on the specific facts and where necessary to preserve or protect the maintenance of peace, good government, and the health and welfare of the Township, its citizens and the users of the Park.

E. It is the policy of the Derry Township Board of Supervisors to not allow "For Profit" activities or soliciting at the Park, *except for activities that are of a public service nature or which are incidental and in conjunction with the activity of a non-profit entity or use at the Park.*

F. No exclusive use of Kishacoquillas Park. Reservations only reserve the picnic pavilions or areas specified for special park events as requested at time of reservation. There may be other events occurring at the same time.

G. Permission to use any part of Kishacoquillas Park does not constitute an endorsement of any person or organization's beliefs, policies, or procedures by Derry Township, its employees or agents. All advertisements or promotions of an event or use of the Park shall clearly state that the event or use of the Park is not sponsored or endorsed by the Township. All displays shall be clearly identified as private displays and not as displays endorsed by the Township.

H. All flyers, brochures, advertisements, posters or invitations to be distributed or posted at Park must be approved by the Board of Supervisors prior to posting.

I. The Township Supervisors at all times reserve the right to impose reasonable, content-neutral, time, place and manner restrictions and to otherwise impose such reasonable conditions or restrictions on permission to utilize the Park and upon the use of the Park as may be permitted by law.

II. PARK PAVILIONS

A. RESERVATION POLICIES AND PROCEDURES

1. Reservations may be made at the Derry Township Office, 73 Reserve Lane, PA, 17044 in person or by phone at 717-248-8151 between the hours of 8:00 am and Noon and 1:00 pm and 5:00 pm, Mon. – Fri., with the exception of June, July and August when the Township Office closes at noon on Wednesdays. The Township Office is also closed on holidays. The Township Office is closed over the lunch hour from Noon – 1 pm daily.

2. All picnic pavilions may be reserved for private or public use.

3. All picnic pavilions are rented on a daily basis. The renter has use of the pavilion from 7:00 am to 11:00 pm. See attached fee schedule.

4. Payment for pavilions must be made within seven (7) days of the date when the reservation was made. If a reservation is made less than seven (7) days in advance, payment must be made at time reservation is made. Rental fees are shown on attached schedule.

5. Each pavilion has electricity and water. Charcoal grills are available at each pavilion (with the exception of the Scooter Car Pavilion). Personal grills are allowed. Necessary fire safety precautions should be taken.

6. Reservations may be made up to one year in advance. With the specific written consent of the Township Supervisors, standing reservations from year to year are permitted, as long as payment is made prior to each year's reservation date and the account is kept in good standing.

7. All pavilions and park grounds should be left clean and free of litter. Trash receptacles are provided for refuse.

8. <u>No refunds for cancellations</u> are accepted for any reason, including inclement weather, unless authorized by the Board of Supervisors due to special or unique circumstances.

9. Policy on Bounce House/Jumpers: Prior approval required. Not permitted without appropriate insurance coverage being provided to the Township. The minimum amount of liability insurance required is one million dollars ($1,000,000.00). A Certificate of Insurance naming "Derry Township" as additional insured must be received by Township at least seven (7) days prior to date of use.

III. SPECIAL EVENTS

A. SPECIAL EVENTS -CRITERIA

1. ***Size of group?***

2. ***Type? – Open to Public or Private***

3. ***Will there be food vendors at event? Applicable proof of food license and that the vendors have appropriate insurance coverage.***

4. ***Is extra maintenance needed or work required by Township Parks Dept. such as:***

Extra Dumpster required?
Extra Paper Supplies needed?
Greater than normal or average use of electricity or water?

5. ***Is traffic control required?***

6. ***Will there be additional parking requirements?***

B. SPECIAL EVENTS – REQUIREMENTS FOR APPROVAL

1. ***Park Use Application – Must complete at least one (1) month in advance***

2. ***Proof of Liability Insurance and Food Vendor Licenses and Liability Insurance (if applicable)***

3. ***Map of Park w/areas of use marked (including parking areas if special arrangements are requested)***

4. ***Traffic Control in place (if required)***

5. ***Dumpster (if required)***

6. ***All applicants will agree to pay the appropriate user fees as outlined in Section III C of this policy.***

7. ***All applicants must pay a $125 Cleanup Fee; to be refunded if Park is left in condition it was found.***

8. ***At the discretion of the Board of Supervisors, applicant will agree to pay reimbursement costs for direct costs such as paper supplies, i.e., paper towels, toilet paper, trash bags, that are used during the special event. A detailed invoice will be presented for items used after the event.*** *(to be determined on a case by case basis)*

9. ***Pre-Inspection w/Park Attendant at least 1 week prior to event***

10. ***Supervisors reserve the right to place other restrictions on use of the park as unusual or extraordinary circumstances may necessitate.***

C. SPECIAL EVENTS – USAGE FEES

1. IN SEASON RATES* (APRIL through OCTOBER)

Number of days	Daily Fee	Total		
1 – 7 days	$35/day			
Over 7 days	$350 MAX			

2. OUT OF SEASON RATES* (NOVEMBER through MARCH)

Number of days	Daily Fee	Total		
1 – 7 days	$15/day			
Over 7 days	$300 MAX			

***ALL EVENTS WILL BE REQUIRED TO SUBMIT A $125.00 CLEANUP FEE THAT IS REIMBURSABLE IF PARK IS LEFT IN CONDITION IT WAS FOUND.**

***DERRY TOWNSHIP RESERVES THE RIGHT TO BILL USERS FOR DIRECT COSTS ASSOCIATED WITH ANY EVENT. AN ITEMIZED INVOICE WILL BE PROVIDED TO THE ORGANIZATION/INDIVIDUAL RESPONSIBLE FOR THE EVENT.**