

BOROUGH OF GORDON
324 EAST PLANE & OTTO STREETS
P.O. BOX 51
GORDON, PENNSYLVANIA 17936-0051
Office Hours: Monday to Friday 8am to 1pm
www.gordonborough.com



Phone Area Code 570
Office: 875-4909
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GordonBoro@ptd.net

FIELD REQUEST FORM

*Name: _____ *Phone: _____

*Email Address: _____

*Address: _____

Organization Name: _____

Organization Address: _____

Organization Phone Number: _____

*Date & Time Requested: _____ @ _____ to _____

Second Choice: _____ @ _____ to _____

Is this a reoccurring event? Please give details on times and days: _____

*Activity to be held: _____

This form must be submitted 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: _____ Reviewed by: _____

Is proof of residency attached? _____ Approved by: _____

*Required field

GORDON BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER

FIELD POLICY

1. The field will be assigned on a first come –first serve basis. Gordon residents have preference of dates and times.
2. Gordon based companies, surrounding businesses, and youth/ adult sports organizations must provide a copy of an insurance policy specifying coverage for the particular date requested, citing the individual activity that they will be engaging in. The “Borough of Gordon” must be named on the rider as being covered.
3. Gordon based or surrounding service organizations, fire company, etc., may apply for the field for independent games. These requests must be submitted in writing on the organizations letterhead.
4. All request forms must be submitted to the Borough of Gordon, for review by the park committee, no later than 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 original requested date has passed. The 7 day advanced notice will also be required for rain dates.
6. The borough 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 official or the police department if requested.
7. No alcohol or open fires are permitted in the park or on the field. BBQ’s are permitted in the pavilion areas only.
8. Garbage cans are provided by the borough and are emptied by the borough. Please clean up after your event and leave the area in the same condition as it was found. If you notice damage to the area upon your arrival, please take note and contact a borough official or the borough office immediately.
9. All other rules of the park, posted on the sign outside the park, apply to any event being held.
10. NO batting off fences, NO climbing on fences!
11. Remove all trash upon leaving the dugouts.