



PO Box 456 Danville, PA 17821 | (570) 271-1055 | MontrRec@ptd.net

January 13th, 2014 Regular Meeting Agenda

7:00pm Danville Borough building

Call to Order

Election of 2014 Board Officers

- Resignations of Freeman, Johns and Richardson

Officer Reports

- President / Treasurer Reports (Mike Mills)
- Secretary's Report (Tyler Dombroski)

Partner Reports

- Washingtonville Borough (Frank Dombroski / Tyler Dombroski)
- Danville Borough (Bill Hause)
- Riverside Borough (Mike Maize / Mike Smith)
- Montour County (Commissioner Jerry Ward)

Public Comment

Event Manager's Report (Dave Decoteau) (**provided separately**)

Director's Report (Bob Stoudt) (**pages 13 - 18**)

- Approval of Director's expense report

Old Business

- North Branch Canal Trail agreement w/ Joint Rail Authority & counties
- Discussion with Columbia County

New Business

- Approval of Danville Borough Farm MOU (subject to Council approval) (**pages 19 – 23**)
- Approval of new volunteer waiver (**page 24**)
- Approval of updated 2014 Hess Field use fees (**pages 25 – 29**)
- Advertising of 2014 mowing contract
- Consideration of new July endurance race at Hess
- Consideration of 2014 DCNR grant application for North Branch Canal Trail

Other Items

Adjournment

next meeting: February 10, 2014

MARC Check Register (Service 1st Account)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if Applicable)	CSCF Eligible	Debit (-)	Credit (+)	Account Balance
deposit	10/30/13	11/4/13	10/1 - 10/31/13	deposit (misc)	\$170 Pumpkin Palooza other income				170.00	18,832.74
4628	11/4/13	1/8/14	11/1 - 11/30/13	Henry Voelker, Inc. (beer/drinks for Brewza Palooza)	Pumpkin Palooza (misc. supplies & fees)		691.12			18,141.62
4629	11/4/13	1/8/14	11/1 - 11/30/13	West Branch Rental (PP tent, tables and chairs)	\$192.00 Pumpkin Palooza (tent); \$248.43 Pumpkin Palooza (misc. other)		440.43			17,701.19
4630	11/4/13	1/8/14	11/1 - 11/30/13	Chris O'Rourke (expense reimbursement for Wagners' Trophies)	Pumpkin Palooza (awards & prizes)		14.54			17,686.65
4631	11/7/13	1/8/14	11/1 - 11/30/13	Robert Stoudt (payroll 10/20 - 11/2)	payroll		1,918.27			15,768.38
4632	11/7/13	1/8/14	11/1 - 11/30/13	Dave Decoteau (11/7/13 expense report)	\$105.71 Pumpkin Palooza (advertising web/email); \$192.41 Pumpkin Palooza (misc. supplies)		298.12			15,470.26
4633	11/7/13	1/8/14	11/1 - 11/30/13	Earthscapes (Pumpkin Palooza event management)	\$160.00 Pumpkin Palooza (advertising web/email); \$425.00 Pumpkin Palooza (timing); \$580.00 Pumpkin Palooza (event management)		1,165.00			14,305.26
4634	11/7/13	1/8/14	11/1 - 11/30/13	Beagle's Landscaping	\$680.00 PPL East Branch Rec. Area mowing; \$1,450.00 Hess skatepark; \$615.00 Hess Field mowing		2,745.00			11,560.26
4635	11/7/13	1/8/14	11/1 - 11/30/13	Pennsylvania Intergovernmental Risk Management Ass'n (annual insurance renewal)	insurance		4,217.00			7,343.26
4636	11/7/13	1/8/14	11/1 - 11/30/13	Ted Heaps Container Service (PPL EBRA)	PPL East Branch Rec. Area maintenance		25.00			7,318.26
4637	11/7/13	1/8/14	11/1 - 11/30/13	Dave Decoteau (refund of funds incorrectly paid to MARC for Cyclocross races)	misc. expense		100.00			7,218.26
4638	11/7/13	1/8/14	11/1 - 11/30/13	Earthscapes (balance due for MailChimp advertising 1/1/11 - 10/16/13)	River Towns Race Series (advertising web/email)		375.00			6,843.26
4639	11/11/13	1/8/14	11/1 - 11/30/13	Robert Stoudt (11/11 expense report)	\$71.30 Hess maintenance; \$189.75 office supplies; \$276.41 Pumpkin Palooza (misc supplies); \$84.78 River Towns Race Series (misc. supplies); \$181.58 Greenway signage grant	\$181.58 to Susq. Greenway signage grant	803.82			6,039.44
4640		1/8/14	N/A	VOID						6,039.44

MARC Check Register (Service 1st Account)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if Applicable)	CSCF Eligible	Debit (-)	Credit (+)	Account Balance
4641	11/15/13	1/8/14	11/1 - 11/30/13	Siarr Portables (porta-potties)	\$410 PPL EBRA maintenance; \$145 Hess Field maintenance; \$400 Pumpkin Palooza (porta-potties)			955.00		5,084.44
4642	11/15/13	1/8/14	11/1 - 11/30/13	Jacob Decoteau (logo design for Pumpkin Palooza catapult competition)	Pumpkin Palooza (advertising print & other)	Commissioners' Tourism Grant		75.00		5,009.44
4643	11/15/13	1/8/14	11/1 - 11/30/13	The Daily Item (advertising for Pumpkin Palooza & Brewza Palooza)	Pumpkin Palooza (advertising print & other)	Commissioners' Tourism Grant		592.00		4,417.44
4644	11/15/13	1/8/14	11/1 - 11/30/13	Press Enterprise (advertising of Pumpkin Palooza & Brewza Palooza)	Pumpkin Palooza (advertising print & other)	Commissioners' Tourism Grant		87.96		4,329.48
4645	11/15/13	1/8/14	11/1 - 11/30/13	Dave Decoteau (reimbursement for River Towns Cycling Classic advertising)	2014 River Towns Cycling Classic (advertising web/email)	Commissioners' Tourism Grant		116.11		4,213.37
4646	11/15/13	1/8/14	11/1 - 11/30/13	The Women's Center (refund of Pumpkin Palooza vendor fee)	Pumpkin Palooza (misc. supplies & fees)			40.00		4,173.37
4647	11/15/13	1/8/14	11/1 - 11/30/13	Central Susquehanna Sight Services (refund of Pumpkin Palooza vendor fee)	Pumpkin Palooza (misc. supplies & fees)			40.00		4,133.37
4648	11/15/13	1/8/14	11/1 - 11/30/13	Fellowship of Christian Farmers (refund of Pumpkin Palooza vendor fee)	Pumpkin Palooza (misc. supplies & fees)			40.00		4,093.37
4649	11/15/13	1/8/14	12/1 - 12/31/13	Good Will Hose Co. #4 (refund of Pumpkin Palooza vendor fee)	Pumpkin Palooza (misc. supplies & fees)			40.00		4,053.37
4650	11/15/13	1/8/14		Geisinger Health Plan (refund of Pumpkin Palooza vendor fee)	Pumpkin Palooza (misc. supplies & fees)			40.00		4,013.37
4651	11/15/13	1/8/14	11/1 - 11/30/13	Dorothy Demmer (refund of Hess Field security deposit for 10/19 event)	Hess Field security deposit refund			250.00		3,763.37
4652	11/15/13	1/8/14		Dave Schultz (refund of Hess Field security deposit for Geisinger Flag Football League)	Hess Field security deposit refund			250.00		3,513.37
4653	11/15/13	1/8/14	11/1 - 11/30/13	Young's Furry Farm (donation from Pumpkin Palooza committee)	Pumpkin Palooza (misc. supplies & fees)			100.00		3,413.37
deposit	11/15/13	1/8/14	11/1 - 11/30/13	deposit (misc)	\$95 Pumpkin Palooza race registrations; \$140 for 2014 Marathon registrations; \$500 Commissioners' sponsorship of Pumpkin Palooza; \$75 Hess Field vandalism partial restitution; \$80 miscellaneous income (incorrectly paid to MARC for Dave Decoteau's Cyclocross race; refunded to Dave w/ check 4637); \$100 Pumpkin Palooza sponsorship				990.00	4,403.37
automatic deposit	11/4/13	1/8/14	11/1 - 11/30/13	EventBrite (deposit of Brewza Palooza online registration fees)	Pumpkin Palooza (misc. income)				2,480.00	6,883.37

MARC Check Register (Service 1st Account)

Number or Code	Transaction Date	Date Sent to Accounting	Recorded on Bank Statement	Description of Transaction	Credited / Debited to Subaccount	Grant to Credit or Debit (if Applicable)	CSCF Eligible	Debit (-)	Credit (+)	Account Balance
4654	11/22/13	1/8/14	11/1 - 11/30/13	Robert Stouidt (payroll 11/2 - 11/15)	payroll			1,352.28		5,531.09
4655	11/22/13	1/8/14	11/1 - 11/30/13	Verizon (phone)	utilities - telephone			43.40		5,487.69
4656	12/7/13	1/8/14	12/1 - 12/31/13	Dave Decoteau (expense reimbursement for 2014 River Towns Cycling Classic supplies)	2014 River Towns Cycling Classic (misc supplies)			80.00		5,407.69
4657	12/7/13	1/8/14	12/1 - 12/31/13	PPL (Hess)	utilities - electric			36.46		5,371.23
4658	12/13/13	1/8/14	12/1 - 12/31/13	Erie Insurance Group (2013-2014 Workers' Compensation Insurance - balance due)	insurance			87.00		5,284.23
4659	12/13/13	1/8/14	12/1 - 12/31/13	3B Consultant Services, Inc. (Mill Street business window cleaning after Pumpkin Palooza painting)	Pumpkin Palooza (misc. supplies & fees)			291.50		4,992.73
4660	12/13/13	1/8/14	12/1 - 12/31/13	Robert Stouidt (payroll 11/16 - 11/29)	payroll			686.89		4,305.84
4661	12/13/13	1/8/14	12/1 - 12/31/13	Ted Heaps Container Service (PPL EBRA)	PPL East Branch Rec. Area maintenance			25.00		4,280.84
deposit	12/13/13	1/8/14	12/1 - 12/31/13	deposit (misc)	\$150 River Towns Race Series equipment usage; \$670 registrations for 2014 marathon; \$15,000 Montour County contributions; \$125 Pumpkin Palooza (misc. income); \$225 for Humdinger 2014 registrations				16,170.00	20,450.84
deposit	12/26/13	1/8/14	12/1 - 12/31/13	deposit (misc)	\$410 Humdinger registrations; \$740 marathon registrations				1,150.00	21,600.84
4662	12/26/13	1/8/14	12/1 - 12/31/13	Robert Stouidt (payroll 11/30 - 12/13)	payroll			784.33		20,816.51
4663	12/26/13	1/8/14		Verizon (phone)	utilities - telephone			41.55		20,771.96
4664	12/31/13	1/8/14		Robert Stouidt (payroll 12/14 - 12/28)	payroll			792.09		19,979.87

MARC Checking Account Reconciliation
 Service 1st Account
 updated 1/8/14

ending balance from 12/31/13 bank statement	21,131.51
deposits not yet credited (detailed below)	-
subtotal	21,131.51
withdrawals not yet debited (detailed below)	1,151.64
balance (should agree with checkbook)	19,979.87
actual checkbook balance	19,979.87
difference	-

deposits not yet posted		date	amount
TOTAL			-

withdrawals not yet cleared		date	amount
4537	Danville American Legion (marathon vouchers)	06/10/13	25.00
4650	Geisinger Health System (Pumpkin Palooza vendor refund)	11/15/13	40.00
4652	Dave Schultz (Hess security deposit refund)	11/15/13	250.00
4663	Verizon	12/26/13	44.55
4664	Robert Stoudt (payroll)	12/31/13	792.09
TOTAL			1,151.64



Corporate Office:
1419 Montour Blvd
PO Box 159
Danville, PA 17821-9122

STATEMENT OF ACCOUNT

ACCOUNT NUMBER	0000584727
STATEMENT PERIOD	11/01/13 11/30/13
PAGE	1 of 2

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION
Regular share accounts are NON TRANSFERABLE except on the records of the credit union

MONTOUR AREA RECREATION COMMISSION
PO BOX 456
1778 OAKWOOD DR
DANVILLE PA 17821

You might notice debit card transactions clearing your account as Bill Payment withdrawals. Please be assured that these transactions are still being processed with your debit card. If you have any questions, please call us at 800.562.6049.



POSTING DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PAYMENT CREDIT OR DEBITS**	FINANCE CHARGE	FEES OR CHARGES	TRANSACTION AMOUNT	NEW BALANCE
Accounts At-A-Glance							
01: Regular Savings			\$5.00	40: Checking			\$5942.69
Total Shares: \$5947.69							
<hr/>							
11/01 ID 01 REGULAR SAVINGS							
		Balance Forward					5.00
11/30		Ending Balance					5.00
		Dividends Paid Year to Date				0.00	
<hr/>							
11/01 ID 40 CHECKING							
		Balance Forward					23300.53
11/01		Draft 004616			31.89-		23268.64
11/01		Draft 004620			239.20-		23029.44
11/01		Draft 004613			250.00-		22779.44
11/01		Draft 004617			348.32-		22431.12
11/04		Deposit ACH EVENTBRITE INC TYPE: 20131031 ID: 1141888467 CO: EVENTBRITE INC			2480.00		24911.12
11/04		Draft 004611			300.00-		24611.12
11/04		Draft 004606			350.00-		24261.12
11/04		Draft 004615			385.00-		23876.12
11/05		Draft 004614			220.00-		23656.12
11/07		Draft 004623			100.00-		23556.12
11/07		Draft 004628			691.12-		22865.00
11/07		Draft 004618			1325.00-		21540.00
11/08		Draft 004621			43.38-		21496.62
11/08		Draft 004636			1918.27-		19578.35
11/12		Draft 004626			100.00-		19478.35
11/12		Draft 004610			150.00-		19328.35
11/12		Draft 004629			440.43-		18887.92
11/13		Draft 004637			100.00-		18787.92
11/13		Draft 004627			200.00-		18587.92
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ACCOUNT NUMBER		MEMBER NAME					PAGE	
0000584727		MONTOUR AREA RECREATION					11/30/13	2 of 2
POSTING DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PAYMENT CREDIT OR DEBITS**	FINANCE CHARGE	FEES OR CHARGES	TRANSACTION AMOUNT	NEW BALANCE	
11/13		Draft 004632				298.12-	18289.80	
11/13		Draft 004638				375.00-	17914.80	
11/13		Draft 004633				1165.00-	16749.80	
11/13		Draft 004634				2745.00-	14004.80	
11/14		Draft 004636				25.00-	13979.80	
11/15		Deposit by Check				990.00	14969.80	
11/15		Draft 004635				4217.00-	10752.80	
11/18		Draft 004639				803.82-	9948.98	
11/19		Draft 004622				100.00-	9848.98	
11/20		Draft 004630				14.54-	9834.44	
11/20		Draft 004642				75.00-	9759.44	
11/20		Draft 004624				200.00-	9559.44	
11/20		Draft 004643				592.00-	8967.44	
11/21		Draft 004647				40.00-	8927.44	
11/21		Draft 004644				87.96-	8839.48	
		Certified Draft 004645 for \$116.11						
11/25		Draft 004648				40.00-	8799.48	
11/25		Draft 004653				100.00-	8699.48	
11/25		Draft 004645				116.11-	8583.37	
11/25		Draft 004641				955.00-	7628.37	
11/25		Draft 004654				1352.28-	6276.09	
11/26		Draft 004651				250.00-	6026.09	
11/29		Draft 004655				43.40-	5982.69	
		Processed Check - VERIZON FINANCIA TYPE: PAYMENTS ID: 1564577000						
11/29		Draft 004646				40.00-	5942.69	
11/30		Ending Balance					5942.69	
		Dividends Paid Year to Date				0.00		
			Total For This Period			Total Year-to-Date		
Total Returned Item Fees			0.00			0.00		
Total Overdraft Fees			0.00			0.00		

DRAFT SUMMARY

Number	Amount	Number	Amount	Number	Amount	Number	Amount
[] 004606	350.00	[] 004621	43.38	[] 004633	1165.00	[] 004643	592.00
[] 004610*	150.00	[] 004622	100.00	[] 004634	2745.00	[] 004644	87.96
[] 004611	300.00	[] 004623	100.00	[] 004635	4217.00	[] 004645	116.11
[] 004613*	250.00	[] 004624	200.00	[] 004636	1918.27	[] 004646	40.00
[] 004614	220.00	[] 004626*	100.00	[] 004636*	25.00	[] 004647	40.00
[] 004615	385.00	[] 004627	200.00	[] 004637	100.00	[] 004648	40.00
[] 004616	31.89	[] 004628	691.12	[] 004638	375.00	[] 004651*	250.00
[] 004617	348.32	[] 004629	440.43	[] 004639	803.82	[] 004653*	100.00
[] 004618	1325.00	[] 004630	14.54	[] 004641*	955.00	[] 004654	1352.28
[] 004620*	239.20	[] 004632*	298.12	[] 004642	75.00	[] 004655	43.40

* Asterisk next to number indicates skip in number sequence

Total Dividends Paid Year to Date

0.00



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STATEMENT OF ACCOUNT

ACCOUNT NUMBER	0000584727
STATEMENT PERIOD	12/01/13 12/31/13
PAGE	1 of 2

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PRIVACY NOTICE & YOUR BILLING RIGHTS

Please take time to review the following yearly notices included with your statement:
1.) Privacy Notice and
2.) Your Billing Rights.
If you have any questions on these disclosures, please call 1.800.562.6049.



POSTING DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PAYMENT CREDIT OR DEBITS**	FINANCE CHARGE	FEES OR CHARGES	TRANSACTION AMOUNT	NEW BALANCE
Accounts At-A-Glance							
		01: Regular Savings	\$5.00	40: Checking			\$21131.51
		Total Shares: \$21136.51					
12/01 ID 01 REGULAR SAVINGS							
		Balance Forward					5.00
12/31		Ending Balance					5.00
		Dividends Paid Year to Date				0.00	
12/01 ID 40 CHECKING							
		Balance Forward					5942.69
12/04		✓ Draft 004625			100.00-		5842.69
12/11		✓ Draft 004656			80.00-		5762.69
12/13		✓ Deposit by Check			16170.00		21932.69
12/17		✓ Draft 004657			36.46-		21896.23
12/17		✓ Draft 004660			686.89-		21209.34
12/19		✓ Draft 004649			40.00-		21169.34
12/20		✓ Draft 004658			87.00-		21082.34
		Processed Check - ERIE INSURANCE TYPE: 1256038677 ID: 1256038677					
12/20		✓ Draft 004659			291.50-		20790.84
12/23		✓ Draft 004661			25.00-		20765.84
12/26		✓ Deposit by Check			1150.00		21915.84
12/27		✓ Draft 004662			784.33-		21131.51
12/31		Ending Balance					21131.51
		Dividends Paid Year to Date				0.00	

	Total For This Period	Total Year- to-Date
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Corporate Office:
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ACCOUNT NUMBER		MEMBER NAME				PAGE	
0000584727		MONTOUR AREA RECREATION				12/31/13	2 of 2
POSTING DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	PAYMENT CREDIT OR DEBITS**	FINANCE CHARGE	FEES OR CHARGES	TRANSACTION AMOUNT	NEW BALANCE
		Total Returned Item Fees		0.00	0.00		
		Total Overdraft Fees		0.00	0.00		

DRAFT SUMMARY

Number	Amount	Number	Amount	Number	Amount	Number	Amount
<input checked="" type="checkbox"/> 004625	100.00	<input checked="" type="checkbox"/> 004657	36.46	<input checked="" type="checkbox"/> 004660	686.89		
<input checked="" type="checkbox"/> 004649*	40.00	<input checked="" type="checkbox"/> 004658	87.00	<input checked="" type="checkbox"/> 004661	25.00		
<input checked="" type="checkbox"/> 004656*	80.00	<input checked="" type="checkbox"/> 004659	291.50	<input checked="" type="checkbox"/> 004662	784.33		

* Asterisk next to number indicates skip in number sequence
 Total Dividends Paid Year to Date

0.00

**2013 RIVER TOWNS RACE SERIES
YEAR-END ACCOUNTING SUMMARY
REVISED 1/8/14
(SUBJECT TO AUDIT REVISIONS)**

	2012/2013 Awards Ceremony	Humdinger	Marathon	Mon-Tour	Robbins Run	Chilli Challenge	Pumpkin Palooza	River Towns Race Series (general)	TOTALS
INCOME									
Racer Registration Fees	40.00	17,460.00	28,325.00	1,715.00	4,750.00	6,415.00	475.00	250.00	59,180.00
Equipment Usage									250.00
Other	-						6,038.34		6,038.34
Sponsorships (other)	-						2,600.00		2,600.00
Sponsorships (Martin Rogers)		200.00	200.00		200.00	200.00	200.00		1,000.00
Sponsorships (Metso)		150.00	150.00		150.00	150.00	150.00		750.00
Sponsorships (GSM)		500.00	500.00		500.00	500.00	500.00		2,500.00
Commissioners' Grant	70.00	4,000.00	4,500.00	475.00	700.00	1,800.00	1,700.00	1,255.00	14,500.00
T-shirts/Promotional		(4,474.51)	(9,789.94)		(1,403.80)	(1,511.69)	-		(17,179.94)
Advertising (print/other)		(167.65)	(662.14)	(137.84)	(2.12)		(2,170.70)	(1,290.20)	(4,430.65)
Advertising (web/email)	(70.00)	(600.00)	(900.00)	(350.00)	(350.00)	(350.00)	(265.71)	(435.99)	(3,321.70)
Event Management	(420.00)	(4,290.00)	(7,290.00)	(350.00)	(1,290.00)	(2,400.00)	(580.00)		(16,620.00)
Event Timing		(900.00)	(1,050.00)		(550.00)	(840.00)	(425.00)		(3,765.00)
Director's Salary	(407.81)	(1,821.56)	(2,338.13)	(940.75)	(929.81)	(1,044.00)	(2,925.38)	(1,761.75)	(12,169.19)
Awards/Prizes	(387.63)	(2,125.40)	(2,694.72)		(512.45)	(713.79)	(410.84)		(6,844.83)
Facility Rental Fees							(350.00)		(350.00)
EMS / Fire Police Coverage			(50.00)			(150.00)	(250.00)		(450.00)
Food/Beverages	(205.60)	(2,258.18)	(2,350.02)						(4,813.80)
Insurance						(583.30)	(700.00)		(1,283.30)
Misc. Supplies & Fees		(1,314.24)	(947.44)	(36.80)	(20.00)	(206.96)	(3,955.26)	(1,056.66)	(7,537.36)
Porta-Potties		(420.00)	(630.00)				(400.00)		(1,450.00)
Refunds		(20.00)	(45.00)	(1,824.00)					(1,889.00)
Tent Rental			(1,039.44)				(192.00)		(1,231.44)
Traffic Control (Flagger Force)			(2,230.77)						(2,230.77)
NET PROFIT/LOSS	(1,381.04)	3,918.46	1,657.41	(1,449.39)	1,241.82	1,265.26	(961.55)	(3,039.60)	1,251.36

printed 1/10/2014

2013 MARC BUDGET - FINAL (PENDING AUDIT)

INCOME	
CATEGORY	AMOUNT
River Towns Race Series registrations	\$ 59,180
Montour County Act 13 funds	\$ 30,000
North Branch Canal Trail reimbursements *	\$ 15,145
River Towns Race Series Commissioners' tourism grant	\$ 14,500
Donations (other, combined)	\$ 11,235
PPL East Branch Recreation Area annual lease payment	\$ 10,000
Montour County annual contribution	\$ 10,000
River Towns Race Series sponsorships	\$ 6,850
Pumpkin Palooza/Brewza Palooza**	\$ 6,038
Donations (concert series)	\$ 3,775
Donations to CSCF fund (reserved savings)***	\$ 3,260
River Towns Race Series pre-registrations for 2014	\$ 2,595
Hess Field user fees	\$ 2,158
Donations (skatepark)	\$ 1,290
Hess Field security deposits	\$ 950
Other	\$ 710
TOTAL INCOME	\$ 177,686

EXPENSES	
CATEGORY	AMOUNT
River Towns Race Series expenses (excl. MARC Director and Event Management labor)	\$ (56,778)
MARC Director (Stoudt) labor (w/ all taxes)	\$ (35,559)
River Towns Race Series Event Manager (Decoteau) labor	\$ (16,620)
North Branch Canal Trail expenses	\$ (15,145)
Hess Recreation Area maintenance (excludes MARC labor)	\$ (11,254)
PPL East Branch Rec Area maintenance (excludes MARC labor)	\$ (6,226)
Insurance (excludes policy for RTRS races)	\$ (4,561)
Hess Field skatepark (excludes MARC labor)	\$ (4,235)
Other miscellaneous	\$ (4,150)
concert series performers/fees (excludes MARC labor)	\$ (2,327)
Danville River Town signage project (excludes MARC labor)	\$ (1,892)
Hess Field security deposit refunds	\$ (1,125)
River Road trailhead/river access parcel maintenance	\$ (794)
River Towns Race Series expenses prepaid for 2014	\$ (716)
TOTAL EXPENSES	\$ (161,382)

* North Branch Canal Trail reimbursements received from Montour and Columbia County Commissioners' Tourism Funds

** Pumpkin Palooza/Brewza Palooza income includes: deposit of 2012 year-end account balance of \$1,478; Brewza Palooza admission fees of \$2,480; and \$2,080 in vendor/catapult team fees

*** donations to CSCF fund are kept separate from MARC checking account funds

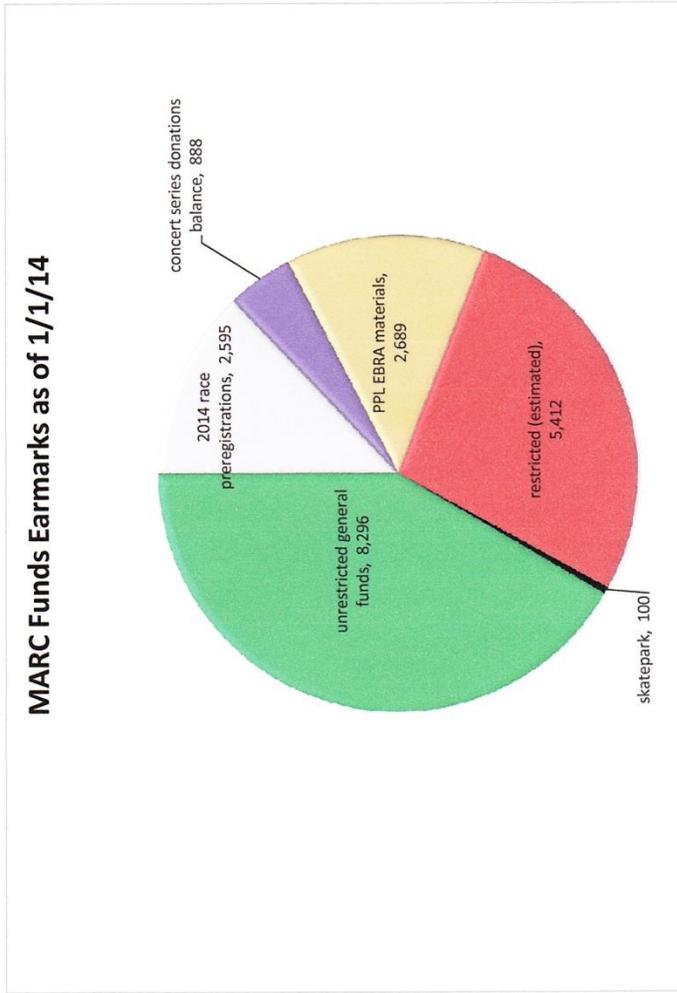
2013 YEAR-END NET PROFIT/LOSS \$ 16,304

**MARC Funds Balance
updated 1/1/14 R. Stoudt**

EARMARK CATEGORIES	AMOUNT
2014 Commissioners Tourism Fund Grant	
2014 PPL East Branch Rec. Area maintenance	
2014 race preregistrations	2,595
concert series donations balance	888
PPL EBRA materials	2,689
restricted (estimated)	5,412
skatepark	100
unrestricted general funds	8,296
TOTAL RESTRICTED	11,684
ACTUAL CHECKBOOK BALANCE (1/1/14)	19,980
UNRESTRICTED	8,296

Accounts Receivable	
North Branch Canal Trail expense reimbursement	1,149
Greenway signage grant reimbursement	1,957
2014 Commissioners' Tourism Grant (RTRS)	15,000
2014 PPL East Branch Rec. Area lease	10,000
Hess skatepark vandalism reimbursement	233
	28,339

restricted funds:	
accounts payable	1,162
Hess Field users security deposits	250
payroll taxes (estimated)	4,000
	5,412



DIRECTOR'S REPORT

Director's November Time Tracking

BOB STOUDT MONTHLY TIME REPORT

Project	November 2013																															Project Monthly Total Hours	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
Accounting	0.50			2.50			2.75			0.75			0.75	2.50			1.25			1.00													12.00
Admin / Misc. Other	3.00	0.50		2.50	1.00	1.50	3.00	4.50		2.50	4.75		2.50	2.00			1.50	2.00	1.25	2.50	3.50				3.50	2.00	2.00	1.00	1.00			48.00	
Capital Campaign/CSCF Fund																																	
Concert Series																																	
Greenways Sign Grant Project	0.50				6.00	2.00	0.50					0.25	1.00	0.25			0.25										2.00	2.00	0.50			15.25	
Hess Field Maintenance	0.25	0.25		0.25	1.50	0.25	0.50	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	1.25	0.25	1.50	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	10.00		
Hess Field Scheduling																																	
Hess Field Skatepark																																	
Hess Field Trailheads Project																																	
Kids Marathon																																	
North Branch Canal Trail	3.50						3.00	1.50		4.00	5.75	6.50	1.50	1.50			3.50			0.75	2.50	0.50									34.50		
PPL East Branch Rec Area																																	
River Road Trailhead Parcel																																	
Strategic Plan																																	
RIVERS TOWNS RACE SERIES																																	
RTRS Sponsors																																	
RTRS Awards Luncheon																																	
RTRS Admin / Misc.							2.00			2.00	1.00		0.50									0.50				1.50						7.50	
Humdinger						2.50																										2.50	
Marathon																																	
Mon Tour																																	
Robbins Run																																	
Chilli Challenge																																	
Pumpkin Patozoa	0.50				3.25	0.50	3.00							1.00																		8.25	
DAILY TOTALS	8.25	0.75		8.50	9.00	9.25	8.50	8.00	1.75	2.75	11.75	7.25	7.75	5.00	8.00		0.25	8.00	2.25	3.50	5.25	6.25	0.25	42.25	3.75	3.75	4.25	3.00	1.75	138.75			
BIWEEKLY PAYROLL TOTAL	9.00																																
PAYROLL PERIOD	22																																
	87.50																															23	
	42.25																															24	

DIRECTOR'S REPORT

Director's December Time Tracking

BOB STOUDT MONTHLY TIME REPORT

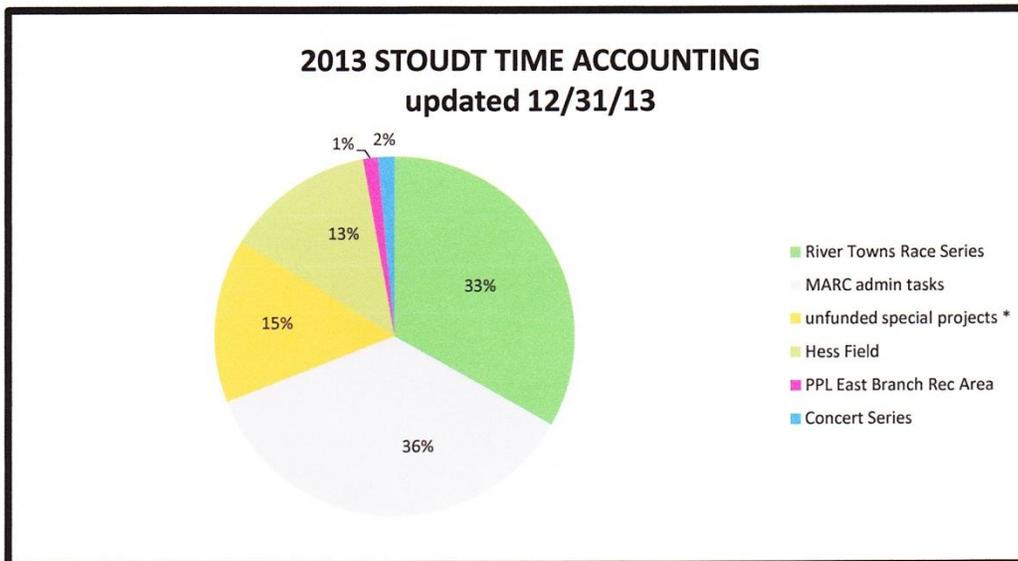
December 2013	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Project Monthly Total Hours	
Accounting												3.00												1.00							4.00		
Admin / Misc. Other	3.00		3.00	1.00	3.50	1.50	5.50	8.00	1.00						1.00	3.50	1.00	2.00					1.50	0.50	1.75	0.50					37.75		
Capital Campaign/CSCF Fund																																	
Concert Series				0.25																											0.25		
Greenways Sign Grant Project		2.00																													2.00		
Hess Field Maintenance	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.75				6.50		
Hess Field Scheduling	0.25	0.25						0.25																							0.75		
Hess Field Skatepark																																	
Hess Field Trailheads Project																																	
Kids Marathon																																	
North Branch Canal Trail			2.00	2.75				0.25					0.50			1.00	1.50	3.50	3.00	2.00	6.00	1.25									23.75		
PPL East Branch Rec Area																	0.50														0.50		
River Road Trailhead Parcel																	0.50														0.50		
Strategic Plan																																	
RTS Sponsors																																	
RTS Awards Luncheon																																	
RTS Admin / Misc.				1.50						2.25	1.50				0.50			0.50														6.25	
Humdinger									3.00										0.75							4.00	2.50	1.50			11.75		
Marathon																											3.50				3.50		
MonTour																																	
Robbins Run																																	
Chilli Challenge																																	
Pumpkin Palooza																																	
DAILY TOTALS	5.25	5.25	5.75	3.75	2.00	6.25	11.25	3.50	1.75	3.75	49.00	0.25	2.75	5.50	5.75	4.50	4.25	6.25	1.50	1.75	0.75	1.00	6.00	3.75	5.00					97.50			
BIWEEKLY PAYROLL TOTAL																	48.50											26					
PAYROLL PERIOD																	25											26					
																												1					

DIRECTOR'S REPORT (continued)

Director's 2013 Time Accounting

2013 STOUDT TIME ACCOUNTING		
updated 12/31/13		
TASK	HOURS	COST W/ TAXES (\$21.75/hr)
Accounting	87.25	\$ 1,897.69
Admin / Misc. Other	491.00	\$ 10,679.25
Capital Campaign/CSCF Fund	14.50	\$ 315.38
Concert Series	26.00	\$ 565.50
Greenways Sign Grant Project	95.50	\$ 2,077.13
Hess Field Maintenance	138.25	\$ 3,006.94
Hess Field Scheduling	19.00	\$ 413.25
Hess Field Skatepark	66.25	\$ 1,440.94
Hess Field Trailheads Project	7.25	\$ 157.69
Kids Marathon	15.50	\$ 337.13
North Branch Canal Trail	139.25	\$ 3,028.69
PPL East Branch Rec Area	22.50	\$ 489.38
River Road Trailhead Parcel	4.25	\$ 92.44
Strategic Plan	26.50	\$ 576.38
RTRS Sponsors	8.50	\$ 184.88
RTRS Awards Luncheon	18.75	\$ 407.81
RTRS Admin / Misc.	73.00	\$ 1,587.75
Humdinger	92.50	\$ 2,011.88
Marathon	111.00	\$ 2,414.25
MonTour	43.25	\$ 940.75
Robbins Run	42.75	\$ 929.81
Chilli Challenge	48.00	\$ 1,044.00
Pumpkin Palooza	134.50	\$ 2,925.38
2013 TOTAL HOURS	1,725.25	\$ 37,524.25

2013 STOUDT TIME ACCOUNTING		
(GROUPED BY CATEGORY) updated 12/31/13		
TASK	HOURS	COST W/ TAXES (\$21.75/hr)
River Towns Race Series	572.25	12,446.50
MARC admin tasks	619.25	13,468.69
unfunded special projects *	254.50	5,535.38
Hess Field	230.75	5,018.81
PPL East Branch Rec Area	22.50	489.38
Concert Series	26.00	565.50
2013 TOTALS	1,725.25	37,524.25
* note: unfunded special projects includes: Greenways Sign Grant, Kids Marathon, North Branch Canal Trail and River Road parcel		



DIRECTOR'S REPORT (continued)

GRANTS

- Danville River Town Signage Implementation Project (Susquehanna Greenway mini-grant)
 - Awaiting approval of close-out report and final reimbursement (anticipate \$1,957.17)

- Montour County Commissioners' 2013 Tourism Fund
 - All funds have been expended
 - Closeout report due to Columbia Montour Visitors Bureau
 - Audit of grant expenditures will be conducted by Ozark & Shultz Accounting (separate from MARC's regular accounting)

- Montour County Commissioners' 2014 Tourism Fund
 - \$15,500 received on 1/6/14 to be used for 2014 River Towns Race Series advertising and promotion (less \$500 for year-end audit)

PROJECTS

- River Road parcel (North Branch Canal Trail trailhead and river access) (no change since last mtg.)
 - Property is being managed as part of MARC's mowing contract
 - Stoudt will do site enhancements in coming months as schedule permits
 - Some interest has been expressed by local community volunteers and Scout leaders to assist with site upgrades, but no specific projects have been proposed

- North Branch Canal Trail
 - Agreement of Transfer of Property and Lease Agreement signed by SEDA-COG Joint Rail Authority, Montour County, Columbia County and MARC as of 12/19/13
 - MARC may immediately begin trail construction, though trail corridor must remain closed to the public until land subdivision and transfer is complete
 - Land subdivision process will be initiated in Mahoning Township, Cooper Township and Montour Township (Columbia County) to transfer land ownership from the SEDA-COG Joint Rail Authority to Montour and Columbia Counties
 - first work day held on 12/21/13; second work day held 1/11/14; future dates TBA

DIRECTOR'S REPORT (continued)

PROJECTS (continued)

- PPL East Branch Recreation Area
 - site remains closed until further notice for PPL repairs and upgrades; expected to reopen summer/fall 2014
 - MARC will continue to provide site maintenance as needed for duration of lease
 - \$2,689.11 remains earmarked in our account for EBRA supplies; a portion of these funds will need to be used to purchase a new, sturdier shed; purchase delayed until 2014
 - \$10,000 maintenance lease payment expected in coming weeks

- Hess Recreation Area
 - Skatepark (no change since Nov. meeting)
 - 99% of concrete work is now done; final touch-ups ongoing
 - Topsoil, seeding and straw placement has been done by Beagle's Landscaping; repairs will be made as needed in spring 2014
 - \$100 remains earmarked in our account for the project, specifically earmarked for reconstruction of the central pyramidal feature

 - Ballfields
 - Baseball field still needs to be resurfaced; field condition is becoming nearly unusable

 - Road
 - Culverts need to be cleared out

 - Restrooms
 - Restroom have been winterized; heat is now on
 - electric bill has been cut dramatically by keeping heat on very low setting and removing adjustment knobs to prevent facility users from adjusting

DIRECTOR'S REPORT (continued)

Other Notes

- MARC, the Danville Business Alliance and the Columbia-Montour Visitors Bureau are working with Dr. Heather Feldhaus and the Bloomsburg University Center for Community Research and Consulting to do an economic impact study of the proposed North Branch Canal Trail; report expected January/February
- Stoudt continues to work with DCNR and possibly other partners to host a local meeting regarding Americans with Disabilities Act (ADA) requirements for parks, trails and recreation areas (no progress since last meeting)
- MARC is partnering with the Columbia Montour Visitors Bureau, Columbia County GIS, PPL and other partners to produce a comprehensive Google Earth map of outdoor recreation in Montour and Columbia Counties; first draft expected January/February

Upcoming Events & Meetings

- 1/12 North Branch Canal Trail work day
- 1/13 Pumpkin Palooza meeting
- 1/13 meeting with Geisinger Sports Medicine
- 1/14 Danville Borough Council meeting (re: Borough Farm MOU)
- 1/15 Montour County Recreation Authority meeting
- 1/25 River Towns Race Series awards luncheon
- 2/10 MARC February meeting

**DANVILLE BOROUGH FARM
LAND/FACILITY USE
MEMORANDUM OF UNDERSTANDING**

BETWEEN

BOROUGH OF DANVILLE

AND

MONTOUR AREA RECREATION COMMISSION

WHEREAS, the Borough of Danville (hereinafter the Borough) owns and operates certain agricultural and forested lands and structures in the Borough of Danville and Mahoning Township, Montour County, PA in the vicinity of State Hospital Drive, US-11, Clinic Road and Toby Run Road (hereinafter collectively referred to as the Borough Farm), as shown in Exhibit "A"; and

WHEREAS, portions of the Borough Farm are operated under special restrictions because of, but not limited to, sewage sludge applications and related Department of Environmental Protection regulations, farmer lease operations, Conservation Reserve Enhancement Program regulations, and hunting access; and

WHEREAS, the Borough must meet its various obligations regarding stewardship and management of the Borough Farm and protection of the general welfare of Borough residents and visitors; and

WHEREAS, the Montour Area Recreation Commission (hereinafter MARC), a Pennsylvania Domestic Nonprofit Corporation (15 Pa C.S. § 5306) operating as a multi-governmental organization in Montour County, Pennsylvania as authorized by an Intergovernmental Agreement of Cooperation, dated 18 May, 2005, has used and wishes to continue to use certain lands and structures within the Borough Farm for public recreation purposes; and

WHEREAS, the Borough is a member of MARC and wishes to promote public recreation where appropriate; and

WHEREAS, MARC and the Borough wish to enter into an Agreement for allowance of limited public recreational use of portions of the Borough Farm, subject to the conditions and restrictions set forth here;

NOW THEREFORE, in consideration of the mutual promises contained herein, and intending to be legally bound, the Participants agree as follows:

1. MARC shall continue to be permitted to use the structure know as the “pig barn”, shown on Exhibit “A”, for storage of materials and as the starting/finishing location of the Humdinger and Dark-Dinger Trail Runs, held annually on the first Saturday of March. MARC shall maintain locks on all building doors to prevent unauthorized entry to the building and shall provide copies of keys to the Borough. MARC shall not store flammable liquids or other hazardous materials inside the building except as needed for heating and food preparation on the first Saturday of March. MARC shall remove all exterior race amenities from the building grounds by the second Saturday of March. MARC employees and supervised volunteers shall be permitted to access the pig barn at any time during the year, via the access route shown on Exhibit “A”, so long as entry does not conflict with Borough employee or farmer activities which may be taking place on adjacent fields.
2. In the event the Borough wishes to store materials in the pig barn, the Borough shall provide five (5) days notice to MARC to allow MARC to move materials as needed. In the event the Borough needs to store substantial quantities of materials in the pig barn to the point where it is no longer feasible for MARC to also store materials there, the Borough shall provide thirty (30) days notice to MARC to remove its materials. A termination of MARC’s ability to use the pig barn for material storage shall not terminate the other provisions of this Agreement.
3. MARC shall be permitted to use the Borough Farm field access roads, field edge areas and nearby wooded stream corridor, shown on Exhibit “A”, as part of the Humdinger and Dark-Dinger Trail Runs only on the first Saturday of March each year, except that MARC staff and supervised volunteers may enter these locations from January 1 through the first Saturday of March when needed to prepare the race course. MARC shall make conspicuous note on its websites, Facebook page, printed materials and any other advertisements that these farm field access roads, field edge areas and wooded stream corridor are closed to public use at all other times during the year.

4. MARC shall not enter, nor permit its volunteers, racers or other event attendees to enter the Borough maintenance building site and adjacent parking lot or lawns, shown on Exhibit "A".
5. MARC shall not enter, nor permit its volunteers, racers or other event attendees to enter the tillable farmlands, shown on Exhibit "A".
6. MARC shall be permitted to construct and maintain hiking and mountain biking trails (hereinafter Trails) on the forested portion of the Borough Farm lands as depicted on Exhibit "A". Parking and trail access shall be provide by MARC through the adjacent Montour County owned Hopewell Park, as depicted on Exhibit "A". MARC shall be solely responsible for the stewardship of these Trails and shall be permitted to provide trailhead mapping and non-permanent trail blazes along these Trails. MARC shall be responsible for any permitting necessary for trail construction.
7. In order to avoid conflicts with hunters who have been awarded permission by the Borough to hunt on the Borough Farm, MARC shall post notices at the parking area and trailhead that these Trails are closed to hiking and biking on Saturdays from the last Saturday of April through the last Saturday of May and again on Saturdays from the last Saturday of September through the second Saturday of December.
8. MARC shall be permitted to conduct special events on these Trails during the year except on Saturdays during the period from the last Saturday of April through the last Saturday of May and again on Saturdays from the last Saturday of September through the second Saturday of December. MARC shall notify the Borough at least thirty (30) days before any special event it intends to conduct. Any special event must comply with the terms of this Agreement.
9. If it is discovered that trail users are entering tillable farmlands or other prohibited portions of the Borough Farm, MARC shall, at its sole expense, post barriers and notices to prevent continued violations of this Agreement. Should MARC's corrective actions fail to end violations of this Agreement, the Borough may order MARC to close the Trails for a period of time to be determined by the Borough.
10. MARC shall provide to the Borough proof of General Liability Insurance in the amount of \$10,000,000, provided through the Pennsylvania Intergovernmental Risk Management Association, naming the Borough as an additional insured party and shall continue such coverage at all times during the duration of this Agreement.

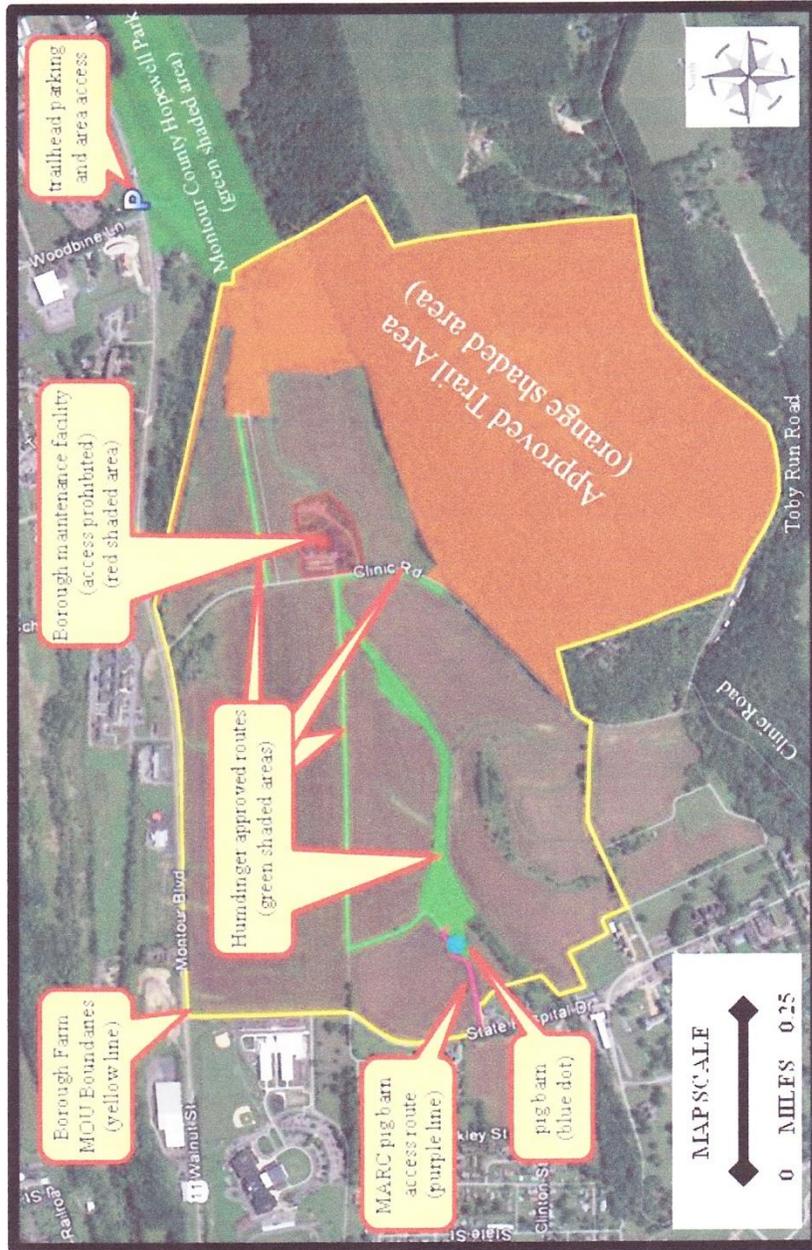
11. This Agreement shall be valid for three (3) years from its effective date and shall be renewable in three (3) year increments if so agreed by both the Borough and MARC.
12. The terms of this Agreement shall not be modified except through written agreement of both the Borough and MARC.
13. This Agreement shall not be terminated before the agreed expiration date unless one or more Participant violates the terms of this Agreement or unless otherwise agreed by both Participants.

IN WITNESS WHEREOF, the Participants hereto have set their hands.

Borough of Danville	Date	Attest:
Michael B. Mills, President Montour Area Recreation Commission	Date	Attest: Robert T. Stoudt, Director Montour Area Recreation Commission

EXHIBIT "A"

DANVILLE BOROUGH FARM
MARC LAND/FACILITY USE MOU MAP





Montour Area Recreation Commission
PO Box 456, Danville, PA 17821
(570) 336-2060
MontrRec@ptd.net

PARK & TRAIL STEWARDSHIP VOLUNTEER ACKNOWLEDGMENT AND RELEASE

The undersigned has freely offered, on a voluntary basis, his/her services to assist in connection with park and trail stewardship and maintenance activities being conducted by the Montour Area Recreation Commission (MARC). The undersigned specifically acknowledges that he/she is a volunteer and not an employee or subcontractor of the MARC. The undersigned further acknowledges that certain dangers and risks are inherent in connection with the contemplated volunteer services. The undersigned understands that he/she is not eligible for Workers' Compensation coverage or any other benefit from the MARC. The undersigned does hereby release and forever discharge the MARC and its officials and employees from any and all claims, demands or causes of action heretofore or hereafter arising or relating to his/her involvement in connection with or any damage or injury that may occur in connection with the undersigned providing volunteer services in connection with the MARC.

The undersigned does hereby knowingly, voluntarily, and willingly execute this Release as of this _____ day of _____ 20_____ .

Volunteer's full name (please print)

Signature (parent/guardian if under 18)

IN WITNESS WHEREOF:

Robert T. Stoudt, Director MARC

Date

Hess Recreation Area (Hess Field) Facility Use Application

There is no charge to use the sports fields or other resources at the Hess Recreation Area (Hess Field) unless an individual or organization wishes to reserve one or more facilities for their exclusive use during some period of time. Individuals or organizations that have made reservations shall be allowed the exclusive use of the reserved facilities during the times requested; all other field users must yield the use of the facilities. **However, under no circumstances shall those who have made reservations be permitted to deny entry to the park or its other resources by other users; reservations entitle users only to the exclusive use of the sports field and/or pavilion that they have reserved.** Those wishing to make reservations of sports fields or the pavilion are required to submit the following application, along with the required fees and additional items as needed to: Montour Area Recreation Commission (MARC), PO Box 456, Danville, PA 17821. Copies of this application, an online calendar of events and details about park resources may be found online at:

<http://www.MontourRec.com>

General Terms and Conditions

Reservations may be made for either a single day/weekend special event or for a team season. Separate application forms are provided in this application package.

All individuals or organizations reserving facilities at the Hess Recreation Area, whether for a single day/weekend or a full season, shall be required to abide by the following terms and conditions:

Security Deposit

Individuals or organizations wishing to reserve the use of one or more of the athletic fields at the Hess Recreation Area shall be required to provide a security deposit by cashier's check or personal check in the amount of \$250, payable to 'MARC', before beginning use of the field(s). This requirement is not applicable to those reserving only the pavilion. This security deposit shall be held by MARC until the reserved use has ended and MARC has inspected the field(s) for damages. Damages may include, but are not limited to: burns, ruts, destroyed turf, holes and excessive trash. If no damages are found, the deposit shall be refunded in full within ten (10) business days. If damages are found, MARC will offer users the opportunity to repair the damages to MARC's satisfaction. If a field user disagrees with MARC's determination of damages, a third party contractor, recommended by the Borough of Danville and unaffiliated with either MARC or the field user, shall be requested to provide a written estimate of the damage repair cost. If users fail to repair the damages, MARC shall use some or all of the security deposit to repair the damages and reimburse any MARC time spent on the repairs. Any remaining funds from the security deposit shall then be returned to the field user. If repair costs exceed \$250, field users listed on this contract agree to pay any additional amounts required to complete the repairs.



www.MontourRec.com

Hess Recreation Area Facility Use Application
Montour Area Recreation Commission PO Box 456 Danville, PA 17821
(570) 271-1055 or MontrRec@ptd.net

page 1 of 5

Proof of Insurance

All organized team leagues shall be required to submit a valid certificate of insurance before beginning play.

General Rules

- Park users shall abide by the official schedule of events posted at the parking lot information kiosk
- No glass bottles
- No alcohol sales
- No controlled substances
- Park hours are dawn to dusk, unless otherwise permitted by MARC
- Users shall leave the park, including restrooms, parking areas, etc., in good condition
- Users shall contact MARC at (570) 271-1055 if any problems are found that negatively affect park users, except users should call 911 immediately for any serious or life-threatening situations

Fees

MARC uses two separate rate structures for reservation fees at the Hess Recreation Area: one for single day/weekend special events and one for team league seasons. Single day/weekend special event fees are flat rates as shown on page 3 of this application package. Team league season reservation fees are calculated by determining the total number of hours to be reserved for the season as shown on pages 4 and 5 of this application package.

NOTE: Fees for athletic fields are calculated per field; if your organization wishes to reserve two or more fields, you will be charged a separate fee for each field.

SINGLE DAY/WEEKEND (SPECIAL EVENT) APPLICATION (complete only this page)

Organization Submitting Application _____
Contact Person _____
Mailing Address _____
Phone Number (cell phone preferred) _____
Email Address _____
Date(s) of Requested Reservation _____
Times Requested (pavilion only; 4 hour increments) _____

Facility Requested (check all that apply)

- | | |
|-----------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> softball field (\$50/day) | <input type="checkbox"/> pavilion (\$25/4 hours) |
| <input type="checkbox"/> baseball field (\$50/day) | <input type="checkbox"/> all fields and pavilion (\$200/day) |
| <input type="checkbox"/> soccer/lacrosse field (\$50/day) | |

_____ Sum Total of Fees From Above
_____ Refundable Security Deposit Fee (\$250; not applicable if only reserving the pavilion)
_____ Total Fee (please make checks payable to 'MARC')

I have read and understand the general terms and conditions on pages 1 and 2 of this application and

I agree to abide by them. _____
(applicant's signature)

STOP HERE – Pages 4 and 5 of this application package are not applicable to single day/weekend special events.

Please mail this completed page and a check payable to 'MARC' to:

MARC
PO Box 456
Danville, PA 17821

TEAM LEAGUE SEASON APPLICATION (complete pages 4 & 5)

Organization Submitting Application _____

Contact Person _____

Mailing Address _____

Phone Number (cell phone preferred) _____

Email Address _____

Date Range of Requested Reservation _____

Days of Week Requested _____

Times Requested _____

(note: if different fields are requested on different days, please submit a second form)

Facility Requested (check all that apply)

<input type="checkbox"/> softball field	<input type="checkbox"/> soccer/lacrosse field
<input type="checkbox"/> baseball field	<input type="checkbox"/> pavilion

(if pavilion is requested, calculate as part of your hourly fees)

_____ Hourly Use Fees from page 5

_____ Refundable \$250 Security Deposit Fee (only one fee required, even for multiple fields)

_____ Total Fee (please make checks payable to 'MARC')

I have read and understand the general terms and conditions on pages 1 and 2 of this application and I agree to abide by them. _____
(applicant's signature)

Please mail your completed application (pages 4 & 5), proof of insurance and check payable to 'MARC' to:

MARC
PO Box 456
Danville, PA 17821



Hourly Use Fee Calculation						
Day of Week	Start Time	End Time	Daily Hours		# of Weeks in Season	Season Total for Day of Week
Monday				x		=
Tuesday				x		=
Wednesday				x		=
Thursday				x		=
Friday				x		=
Saturday				x		=
Sunday				x		=
Grand Total Season Hours						

Hourly Use Fee Calculation (second field – if applicable)						
Day of Week	Start Time	End Time	Daily Hours		# of Weeks in Season	Season Total for Day of Week
Monday				x		=
Tuesday				x		=
Wednesday				x		=
Thursday				x		=
Friday				x		=
Saturday				x		=
Sunday				x		=
Grand Total Season Hours (Second Field)						

HOURLY USE FEE (combined season total use)		
Less Than 15 Hours	26 – 50 Hours	51 Hours or More
\$75.00	\$300.00	\$600.00