

KEY CARD REGISTRATION FOR MULCH PILE SECURITY GATE

ONLY ONE HOUSEHOLD PER FORM ONE KEY CARD WILL BE ISSUED PER HOUSEHOLD

1. Must be Loyalsock Township resident(s) to register. A copy of the front of a valid PA driver's license will be required for each person listed on this form. It must show the address below or we also need a copy of the change of address form.
2. Only people living in the same household should be listed. Only one household per registration form.
3. Make, model, and license plate number is required for each vehicle/trailer to be used at the mulch pile. Vehicles/trailers must be registered to a household member listed on this form. Use of a vehicle that is not registered will be considered a violation.
4. Key cards are non-transferable and cannot be used by anyone other than the household member(s) listed below. Unauthorized use of your key card will result in the automatic deactivation of that card and loss of mulch pile use.
5. Key cards are to be used only for yard waste from the property address listed below.
6. All mulch pile rules/regulations must be followed. Any violations may result in the deactivation of your key card and loss of mulch pile use. If you do not have a copy of the rules/regulations they are available on our website or at the township office.
7. There is a \$10.00 fee due at the time of registration. Key cards will need to be renewed yearly at a cost of \$5.00. Replacement cards are \$10.00.

FEE: \$10.00 at time of registration. \$5.00 per yearly renewal.
There is a \$10.00 fee to replace a lost card (original card will be deactivated).

PLEASE PRINT CLEARLY

LIST THE NAMES OF HOUSEHOLD MEMBERS WHO HAVE PERMISSION TO USE KEY CARD

Must live at address below. A copy of the front of a valid PA driver's license will be required for each person listed on this form. It must show the address below or we also need a copy of the change of address form.

NAME: _____ D/L # _____

NAME: _____ D/L # _____

ADDRESS: _____

PHONE NO: _____ E-MAIL (optional): _____

MAKE, MODEL, AND LICENSE PLATE NUMBER FOR EACH VEHICLE/TRAILER TO BE USED AT MULCH PILE

Must be registered to a household member listed above.

VEHICLE #1 _____

VEHICLE #2 _____

TRAILER #1 _____

THE HOUSEHOLD MEMBER(S) LISTED ABOVE HEREBY AGREE to follow all of the rules and regulation associated with the Loyalsock Township mulch pile and Key Card registration. I/We understand that if I/We violate any of these rules and regulations I/We will forfeit the right to use the mulch pile at any time in the future. I/We also acknowledge that the information listed above is true and correct.

SIGNATURE: _____ DATE: _____

Office Use Only:	Key Card Number: _____	Date issued: _____	Check #: _____
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RULES FOR KEY CARDS/MULCH PILE SECURITY GATE

**ANY VIOLATION OF THESE RULES WILL RESULT IN THE AUTOMATIC DEACTIVATION OF YOUR KEY CARD AND LOSS OF MULCH PILE USE.
THERE ARE NO EXCEPTIONS**

1. Key cards are non-transferable and cannot be used by anyone other than the household members listed on the registration form.
2. Key cards are to be used only for yard waste from the property address listed on the registration form.
3. Only vehicles/trailers listed on the registration form may be used to enter the mulch pile area, even with a key card.
4. Mulch pile rules and regulations are posted on the sign at the mulch pile and must be followed.
5. If you need to add or remove a person or vehicle/trailer, please contact the township office immediately so the change can be made on your registration form. If you want to add a person, their driver's license will need to be brought into the office before that change can be made to verify residency.
6. Key cards must be returned to the township office if you no longer live at the address on the registration form. When deed changes come through the office we will automatically deactivate any key card associated with that address. If you move to a new address in Loyalsock Township you will still need to bring your key card into the office so we can change the address associated with that card. There is no fee for this service.
7. Key cards may be deactivated for reasons other than listed above if the Township considers it to be an improper use of the card.
8. Residents will be notified if deactivation occurs.

KEY CARD RENEWAL

Key cards must be renewed yearly. Cards will be deactivated on the second Monday in January unless renewed before that date, no matter what date they were activated. We will start taking payments for yearly renewals on December 1st. The only thing required to keep your card activated is the \$5.00 fee which can be paid at, or mailed to, the township office (2501 East Third Street, Williamsport). If you mail your payment, please be sure to let us know the number on the key card and the address associated with the renewal if it is not on your check. If you do not pay before your card is deactivated, you can reactivate your key card at any time by paying the renewal fee (unless deactivation was due to a violation of the rules).

*****If you see anyone not following the rules for the mulch pile or key card use, please get their license plate number (most important), and make/model of car, if possible, and report it to the township office at 570-323-6151. Thank you.**

RULES FOR MULCH PILE USE

1. DO NOT LEAVE PLASTIC BAGS OR CONTAINERS.
2. This area is reserved for Loyalsock Township Residents and Registered Businesses only.
3. Recyclable Items: trees & trimmings (NO stumps, and trees must be 20" or less in diameter and should be cut to 6 feet in length or less), brush & shrubs, garden plantings, grass clippings, and leaves.
4. All other items are Prohibited (including construction debris).
5. Township based Businesses must register and pay the annual fee at the Township Office. Registrations run from January thru December. Contact the Township Office at 570-323-6151 if you have any questions.
6. Mulch and leaves must be loaded by hand unless you make arrangements with the Township Office at 570-323-6151. There is a fee to be loaded.
7. Do Not block road when loading or unloading.
8. Do Not disturb Township equipment or materials on the way to the mulch pile.