1) Obtain a Special Event Application from the EHT website or the receptionist at the township building.
2) File the completed application with the Township at least 30 days prior to the event.
   • Include $50 application fee.
   • Provide proof of certificate of insurance liability coverage naming East Hempfield Township as an additional insured.
   • Include a route map and traffic control plan (if applicable)
   • Attach signed Indemnification Form for Township road closures.
   • Attach approved Penn DOT Special Event permit if using any state road (see below).
3) Upon receipt of the application, township staff will review the application.
   • Park schedule will be reviewed for conflicts.
   • Event specifics will be reviewed for adherence to Township ordinances.
   • Road use will be reviewed for safety and staffing needs.
   • Police/personnel costs and facility/equipment fees will be estimated.
   • If appropriate, approval will be recommended by Township Staff.
4) Board of Supervisors must approve use of roads and park events at their monthly meeting.
5) Once a decision regarding the application is formalized, applicant will be notified by Township staff.
6) If the event requires the use or interruption of traffic on a State road, a PennDot Special Event application (TE-300) must be submitted to the local PennDot District Engineering Office at least eight (8) weeks prior to the event.

The closure or partial closure of a highway for a procession, assemblage or a special activity may be permitted on local roadways by local authorities and on State-designated highways by Penn DOT if the following criteria are satisfied:

(1) Conventional highways and expressways.
   (i) An alternate route, which is not more than 5 miles longer or five times greater in length than the normal travel distance, is established to detour traffic around any closed routes, except an alternate route is not required if one of the following exists:
      (a) The highway to be closed is not a numbered traffic route and is primarily used by local drivers who are familiar with the alternate route.
      (b) The highway is only partially or periodically closed and police control can safely maintain traffic on the remainder of the highway.
      (c) The highway closing is for less than 20 minutes and excessive traffic backup will not occur during the closing.
   (ii) The local authorities provide adequate detour signing or police controls for the rerouting of traffic along the alternate route if required.
   (iii) The highway closure or partial closure will not adversely affect adjacent properties.
   (iv) A review of previous, similar closures shows no substantial problems or citizen complaints.

➢ If a permit is approved, the permit holder must contact the Penn DOT Traffic Management Center 2 days before the event and again 15 minutes prior to the event to inform them of the closure and use of State roads.
Please print and fill out application completely. Failure to do so may delay approval. If a question is not applicable to your request, simply put N/A. This application must be submitted at least thirty (30) days prior to the event.

SPONSORING ORGANIZATION: __________________________________________

APPLICANT/CONTACT: (Name)_________________________ E-mail__________________________

ADDRESS: ___________________________________________ Ph/Cell:________________________

Please identify the contact person “on-site” the day of event. (Note: This person must be in attendance for the duration of the event and immediately available to East Hempfield Township Police of staff as needed).

NAME: ___________________________ Cell:________________________

EVENT TITLE: __________________________________________

TYPE OF EVENT: Run/Walk * Bike Race * Sporting Event/Tournament * Fair/Festival * Fundraiser

Other (Specify) ____________________________

EVENT DESCRIPTION: __________________________________________

________________________________________________________________________

________________________________________________________________________

DATE(S) REQUESTED: __________________ ALTERNATE/RAIN DATE: __________________

FIELD/COURT/PARK AREA REQUESTED: ___________________________________________(designate on map)

I hereby agree to abide by the rules and regulations as posted and attached for the use of East Hempfield Township roadways and/or facilities and agree to be responsible for the conduct and use of said roadways and/or facilities for the individuals I represent with my signature. I understand that future use of the roadways and/or facilities may be denied if my group or I fail to abide by said rules and regulations. I also agree to indemnify and hold harmless East Hempfield Township for any bodily injury and/or property damage resulting from the negligent actions of me and/or my organization or invited guests.

Signature: ___________________________________________ Date: __________________

An application fee of $50 is required to cover staff request processing. Make Check Payable to “EAST HEMPFIELD TOWNSHIP” & submit with application. Any additional costs incurred by East Hempfield Township to provide services for an event (police coverage, set-up, clean-up, etc.) will be billed to the sponsoring organization.

OFFICE USE ONLY

Received By: ___________________ Date Received: ________________

50$ Application Fee: PAID ---- WAIVED ---- NOT INCLUDED Reservation Number ___________
Event Set-up: Date: __________ Day of Week: __________ Time: __________
Township Assistance requested (cones, barricades, trash cans, etc.): ________________________________

Event Opens: Date: __________ Day of Week: __________ Time: __________
Street Closing: Date: __________ Day of Week: __________ Time: __________
Street(s) to be Closed: (Submit Route Map with application) ________________________________

**Utilization of Twp roads requires completion of an Indemnification Form**
**Utilization of State Roads requires a PennDOT permit**

Traffic Control/Escort Start Time: _______ Type: EHTPD Fire Police Constables Other
Traffic Control provider: ___________________________ Cell: ___________________________
Road Race Service: ___________________________ Cell: ___________________________
Expected Attendance: __________ Number of Vehicles Expected: __________

**Parking for more than 200 people requires a parking plan including ingress/egress and traffic control**

Food/Beverage Service: Y N Must comply with all PA Dept of Ag regulations.
Public address system/amplified music: Y N Time restrictions may apply. Neighborhood notification is required.
Describe notification of the affected neighborhood(s): ________________________________

Event Closes: Date: __________ Day of Week: __________ Time: __________
Street Opening: Date: __________ Day of Week: __________ Time: __________
Event Dismantle: Date: __________ Day of Week: __________ Time: __________

ACTIVITY FEES (calculated by Township staff):
(Personnel costs: Police costs range $68-$80/hour, Public Works costs range $27-$40/hour - depending if overtime is used. Consumables will be billed dependent on size of the event.)

Police coverage fee: ______ hour(s) @ $ ______ per hour  Police fee  $__________
Township Personnel: ______ hour(s) @ $ ______ per hour  Personnel fee  $__________
Facilities fee (if applicable): ________ hours(s) @ $ ______ per hour  Facility fee  $__________
Equipment/Supplies (to be determined per event) $ __________  Equipment fee $__________

Combined Total fee $__________

APPROVAL
APPROVAL CONDITIONS: ________________________________

______________________________ Date: __________
Approved By: ________________________________


INDEMNIFICATION AGREEMENT

THIS AGREEMENT made this ______ day of ___________, 201___, by and between the TOWNSHIP OF EAST HEMPFIELD, a political subdivision with its municipal offices located at 1700 Nissley Rd, Landisville, PA 17538 (the “Township”), and (name) ________________________________ (the “applicant”).

WITNESSETH:

WHEREAS, the applicant plans to hold (event type) __________________________________________ at (event location) _____________________________________________.

WHEREAS, the Event will be conducted on (date) ________________________________; and

WHEREAS, applicant desires to close the following roadway section: ____________________________________________ a roadway under the jurisdiction of the Township, on the day of the Event between the hours of ____________________________________________; and

WHEREAS, the Township is willing to authorize the closure of the referenced roadway between the referenced locations as described above if the applicant agrees to bear certain costs, if applicable, indemnify the Township for any damages which might arise and/or claims or costs the Township might incur, and provide a Detour Plan for review and approval by the Township prior to the date of the event.

NOW, THEREFORE, with the following background incorporated herein by reference and intending to be legally bound the parties agree as follows:

1. Applicant agrees to defend, indemnify and hold harmless the Township and its officers, agents and employees from and against all claims, damages, liability, losses and expenses, including attorneys’ fees and cost of investigation and defense, arising out of or resulting from the closing of the referenced roadway in the Township to enable conduct of the Event. Applicant assumes all risks and shall bear all losses resulting from any injury to property or persons occasioned by neglect or accident relating in any manner to the closing of the referenced roadway, the detouring of traffic as a result of the referenced roadway or the conduct of the Event.

2. Applicant agrees to prepare and submit a Detour/Traffic Control Plan for review and approval by Township staff. Such plan shall be submitted with sufficient detail as applicable, noting areas that will be used for the stacking of vehicles accessing and leaving the event site, traffic control points and contact information for traffic control personnel, location of barricades/signs/cones. Such plan shall be submitted
at least 15 days prior to the scheduled date of the Event. Applicant shall at all times comply with and adhere to the approved Detour/Traffic Control Plan.

3. In the case of run/walk events the closure shall be manned by trained Special Fire Police or certified traffic control personnel at all affected intersections, areas where participants will be crossing the flow of vehicular traffic, and areas where participants will be occupying a travel lane intended for vehicular traffic.

4. Applicant shall obtain and maintain at all times during the course of the closing of the referenced roadway comprehensive general liability insurance and shall present evidence of such insurance coverage to the Township. The Township shall be named as an additional insured on such policy.

5. Applicant shall bear all costs, if applicable, of police protection, traffic control personnel, and the erection of barriers as a condition of the closing of the referenced roadway.

6. Applicant acknowledges that the Township has no jurisdiction or authority over the use and/or closure, either partial or full, of roads under the jurisdiction of the Commonwealth of Pennsylvania or another municipality.

7. The undersigned person executing this Agreement on behalf of Applicant represents and warrants that he or she is authorized to execute this Agreement.

8. This Agreement shall be binding upon the parties, their successors and assigns.

IN WITNESS WHEREOF, the undersigned having caused this Agreement to be executed the day and year first written above.

EAST HEMPFIELD TOWNSHIP

Attest: _____________________________
(Assistant) Secretary

By: _____________________________
(Vice) Chairman
Board of Supervisors

[[TOWNSHIP SEAL]]

________________________________
(Applicant)

Attest: _____________________________

By: _____________________________

________________________________
Print Name

________________________________
Title
EVENT SPONSOR CHECKLIST

☐ Complete TE-300: Special Event Permit Application (Submit Pages 2, 3, and 4). Note: Becomes permit once reviewed and signed.
☐ Compliance with Title 67, Chapter 212.701 Subchapter H, Special Events.
☐ Event Sponsor Insurance Certificate.
☐ Documentation detailing the traffic control plan. Documentation includes:
  ☐ Map of special event route and the alternate traffic route (Include state route numbers, road names, intersections, etc).
  ☐ Coordination of a vehicle escort service.
  ☐ Coordination of a maintenance and protection of traffic (MPT) contractor (Private Contractor, Local Police/Fire).
☐ Notify Pennsylvania State Police (PSP) of special event (Please contact Station Commander at Local PSP Barracks).
☐ Notification and/or approval letter(s) for special event. Criteria for type of event sponsor is as follows:

  Municipal Sponsor

  Note: If special event crosses into other municipalities, satisfy both municipal sponsor and private sponsor criteria.

  If Special Event occurs on:
  1. State Road(s) Only
     ☐ Municipality is required to submit a notification letter for special event involvement on state roads to the Pennsylvania Department of Transportation along with the permit application (Pages 2, 3, and 4).
  2. Local Road(s) Only
     ☐ Pennsylvania Department of Transportation has no involvement with permit. Municipality coordinates its own criteria for special event involvement on local road(s).
  3. State Road(s) and Local Road(s)
     ☐ Municipality is required to submit a notification letter for special event involvement on state roads to the Pennsylvania Department of Transportation along with the permit application (Pages 2, 3, and 4). No action required for special event involvement on local road(s).

  Private Sponsor

  If Special Event occurs on:
  1. State Road(s) Only
     ☐ Private Sponsor is required to send notification letter(s) to each municipality for special event involvement on state road.
     ☐ Private Sponsor is required to submit a copy of the municipality notification letter(s) to the Pennsylvania Department of Transportation along with the permit application (Pages 2, 3, and 4).
  2. Local Road(s) Only
     ☐ Pennsylvania Department of Transportation has no involvement with permit. Private Sponsor is required to submit required documents to municipality according to municipality requirements.
  3. State Road(s) and Local Road(s)
     ☐ Private Sponsor is required to send notification letter to each municipality for special event involvement on state road.
     ☐ Private Sponsor is required to obtain approval letter from each municipality for special event involvement on a local road.
     ☐ Private Sponsor is required to submit a copy of each municipality notification and approval letter to the Pennsylvania Department of Transportation along with the permit application (Pages 2, 3, and 4).

☐ Submit completed and signed permit application and the required documents to the appropriate Pennsylvania Department of Transportation District Engineering Office (See Page 6) eight (8) weeks prior to the date of the special event.
# SPECIAL EVENT PERMIT

**Processions, Assemblages, and Special Activities**

**PLEASE TYPE OR PRINT ALL INFORMATION IN BLUE OR BLACK INK**

## EVENT SPONSOR CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Title</th>
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<thead>
<tr>
<th>Organization</th>
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<th>Private Sponsor</th>
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<tr>
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## SPECIAL EVENT INFORMATION

1. Special Event Name:  

2. Special Event Type:  
   - [ ] Procession
   - [ ] Assemblage
   - [ ] Special Activity

3. Special Event Purpose/Description (Attach additional sheet if necessary):  

<table>
<thead>
<tr>
<th>Date of Special Event</th>
<th>From</th>
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6. County(ies):  

7. Municipality(ies):  

8. State Road(s) (List all state roads involved in the special event - Attach additional sheet if necessary):  

<table>
<thead>
<tr>
<th>State Route Number</th>
<th>State Road Name</th>
<th>Number of Lanes</th>
<th>Type of Highway</th>
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9. Local Road(s) (List all local roads involved in the special event - Attach additional sheet if necessary):  

<table>
<thead>
<tr>
<th>Local Route Number</th>
<th>Local Road Name</th>
<th>Number of Lanes</th>
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### SPECIAL EVENT INFORMATION (CONTINUED)

10. Approximate number of vehicles in the special event: .........................................................  ____ vehicles

11. Approximate number of pedestrians involved in the special event: .....................................  ____ pedestrians

12. Highway will be:  
   - [ ] Fully Closed  
   - [ ] Partially Closed  
   - [ ] Minor Encroachment  
   - [ ] Other  
   
   a. Describe the highway closure and the affect on adjacent properties. (Attach additional sheet if necessary):

13. Travel distance of road closure/encroachment: ____________________________________________

14. Travel distance of the alternate route: ____________________________________________  
   - [ ] N/A

   **Note:** Alternate route shall not be more than 5 miles longer or 5 times greater in length then the normal travel distance. An alternate route is not required if one of the following conditions exists:
   a. The highway to be closed is not a state route and is primarily used by local drivers who are familiar with an alternate route.
   b. The highway is only partially or periodically closed and the vehicle escort service can safely maintain traffic on the remainder of the highway.
   c. The highway closing for less than 20 minutes and excessive traffic backup will not occur during closing.

15. Does the special event occur on a freeway: .................................................................  
   - [ ] Yes  
   - [ ] No

   The following five (5) questions pertain to the use of a freeway: ........................................  
   - [ ] N/A

   a. Please state the reason(s) why this event should use a freeway, including safety aspects to both motorists and event participants. (Explain on a separate attached sheet)

   b. Are there a minimum of two lanes of traffic in each direction of flow:  
   - [ ] Yes  
   - [ ] No

   c. Will the special event move orderly and uniformly along the freeway:  
   - [ ] Yes  
   - [ ] No

   d. Will the special event use a maximum of one lane of the highway and can the MPT Contractor safely maintain traffic on the remainder of the highway:  
   - [ ] Yes  
   - [ ] No

   e. Will the delay for traffic entering or leaving the highway at ramps be no more than 5 minutes and can MPT control all delayed traffic:  
   - [ ] Yes  
   - [ ] No

16. Has the PSP been notified of the event: .................................................................  
   - [ ] Yes  
   - [ ] No  
   - [ ] N/A

   a. PSP Contact Name: ___________________________  
   Title: ___________________________  
   Date: ___________________________

17. Has proper MPT been coordinated: .................................................................  
   - [ ] Yes  
   - [ ] No  
   - [ ] N/A

   a. MPT Contractor: ____________________________________________

   b. MPT Contact Name: ___________________________  
   Phone: ___________________________

   c. Date MPT requested: ___________________________  
   From ___________________________  
   To ___________________________

   i. Alternate Date MPT requested: ___________________________  
   From ___________________________  
   To ___________________________

   d. Time MPT requested: ___________________________  
   From ___________________________  
   To ___________________________

   i. Alternate Time MPT requested: ___________________________  
   From ___________________________  
   To ___________________________

18. Will a vehicle escort service be used during the event: ...........................................  
   - [ ] Yes  
   - [ ] No  
   - [ ] N/A

   a. Vehicle Escort Contractor: ____________________________________________

   b. Vehicle Escort Contact Name: ___________________________  
   Phone: ___________________________

   c. Date Vehicle Escort Service requested: ___________________________  
   From ___________________________  
   To ___________________________

   i. Alternate Date Vehicle Escort Service requested: ___________________________  
   From ___________________________  
   To ___________________________

   d. Time Vehicle Escort Service requested: ___________________________  
   From ___________________________  
   To ___________________________

   i. Alternate Time Vehicle Escort Service requested: ___________________________  
   From ___________________________  
   To ___________________________
EVENT SPONSOR CERTIFICATION, PERMIT CONDITIONS, & SIGNATURES

The event sponsor shall indemnify, save harmless, and defend (if requested) the Commonwealth of Pennsylvania, the Department of Transportation, and their officers, agents, and employees from any and all claims, suits, or actions for injuries, death and/or property damage arising out of the procession, assemblage, or special activity identified in this permit where the claim, suit, or action was caused by the event sponsor, its officers, agents, and employees, the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, event communications staffs, the traveling public, general public, or spectators.

A certificate of insurance must be provided showing: (a) public liability insurance for bodily injury and property damage in the minimum amount of two hundred fifty thousand ($250,000.00) per person and one million dollars ($1,000,000.00) per occurrence to cover any loss that might occur as a result of the permitted use of the state highways or that might otherwise arise out of or be connected with the event; (b) occurrence-based coverage; and (c) the Commonwealth of Pennsylvania named as an additional insured. The event sponsor warrants the information in the insurance certificate is accurate.

The event route shall be appropriately secured with proper security and safety measures taken to protect the event participants, support staffs, event officials, volunteers, medical support, technical support, media vehicles, vehicle escort services, maintenance and protection services, the traveling public, event communications staffs, the general public, and spectators. Proper emergency medical services shall be provided. Local fire departments, the general public, and the traveling public shall be notified in advance of the event. Written notification shall be submitted to each municipality notifying the municipality that the event uses state roads and written approval shall be obtained from each municipality granting the event sponsor permission to hold the event. The event sponsor shall coordinate and pay for temporary traffic control during the event.

☐ I have attached a Certificate of Insurance as described above.

☐ I have read, understand, and agree to the above terms and conditions.

☐ I attest that all information in the special event permit application is accurate to the best of my knowledge.

Event Sponsor
Contact Name (Print): __________________________ Title of Contact: __________________________

Contact Name (Signature): __________________________ Date: __________

Attesting Witness (Print): __________________________ Title of Witness: __________________________

Attesting Witness (Signature): __________________________ Date: __________

Pennsylvania Department of Transportation
District Traffic Engineer (Print): __________________________

District Traffic Engineer (Signature): __________________________ Date: __________

District Executive (Print): __________________________

District Executive (Signature): __________________________ Date: __________
GLOSSARY TERMS

The terms in this permit are defined as follows:

1. **Assemblage** - An organized gathering of people without vehicles, or with vehicles that are stationary, which encroaches onto a street or highway and interferes with the movement of pedestrian or vehicular traffic. The term includes, but is not limited to, street fairs, block parties, organized demonstrations and other recreational events.

2. **Conventional Highway** - A highway other than a low-volume road, expressway, or freeway.

3. **Expressway** - A divided arterial highway for through traffic with partial control of access and generally with grade separations at major intersections.

4. **Freeway** - A limited access highway to which the only means of ingress and egress is by interchange ramps.

5. **Fully Closed Road** - The roadway is closed to all road users except contractor's equipment or authorized vehicles.

6. **Low-Volume Road** - As defined in the Manual on Uniform Traffic Control Devices (MUTCD).

7. **Maintenance and Protection of Traffic (MPT) Contractor** - A service used to provide such safety measures deemed necessary to maintain alternate routes while safely guiding the traveling public through detours. These safety measures include, but are not limited to, appropriate signs, warning devices, pavement markings, and other temporary traffic control devices.

8. **Minor Encroachment** - All activity remains on the shoulder, while the traffic control devices are placed on the roadway.

9. **Partially Closed Road** - One or more lanes are closed (but not all lanes) to all road users and an approved traffic control plan is established to allow road users to safely and effectively navigate around the temporary conditions.

10. **Event Sponsor** - An individual, group, municipal authority, or governing body that is applying for the special event permit.

11. **Procession** - An organized group of individuals, or individuals with vehicles, animals or objects, moving along a highway on the roadway, berm, or shoulder in a manner that interferes with the normal movement of traffic. The term includes, but is not limited to, walks, foot races, parades, and marches.

12. **Special Activity** - An organized vehicle race, speed competition or contest, drag race or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or other planned event held within the right-of-way of a public roadway. The term includes those races defined in 75 Pa. C.S. § 3367 (relating to racing on highways).

13. **Special Event** - A procession, assemblage, or special activity held within the right-of-way of a public roadway.

14. **State Designated Highway/State Road/State Route (SR)** - A highway or bridge on the system of highways and bridges over which the Department has assumed or has been legislatively given jurisdiction.

15. **Vehicle Escort Service** - An automobile used to guide vehicle(s), bicycle(s), and/or pedestrian(s).
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<tr>
<th>District</th>
<th>Address</th>
<th>Phone</th>
<th>Counties</th>
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</thead>
<tbody>
<tr>
<td>District 1-0</td>
<td>255 Elm Street, P.O. Box 398 Oil City, PA 17601-0398</td>
<td>814.678.7154</td>
<td>Crawford, Erie, Forest, Mercer, Venango, Warren</td>
</tr>
<tr>
<td>District 2-0</td>
<td>1924 Daisy Street, P.O. Box 342 Clearfield, PA 16830-0342</td>
<td>814.765.0400</td>
<td>Cameron, Centre, Clearfield, Clinton, Elk, Juniata, McKean, Mifflin, Potter</td>
</tr>
<tr>
<td>District 3-0</td>
<td>715 Jordan Avenue, P.O. Box 218 Montoursville, PA 17754-0218</td>
<td>570-368-8686</td>
<td>Bradford, Columbia, Lycoming, Montour, Northumberland, Snyder, Sullivan, Tioga, Union</td>
</tr>
<tr>
<td>District 4-0</td>
<td>55 Keystone Industrial Park Dunmore, PA 18512</td>
<td>570.963.4061</td>
<td>Lackawanna, Luzerne, Pike, Susquehanna, Wayne, Wyoming</td>
</tr>
<tr>
<td>District 5-0</td>
<td>1002 Hamilton Street Allentown, PA 18101</td>
<td>610.871.4100</td>
<td>Berks, Carbon, Lehigh, Monroe, Northampton, Schuylkill</td>
</tr>
<tr>
<td>District 6-0</td>
<td>7000 Geerdes Boulevard King of Prussia, PA 19406-1525</td>
<td>610.205.6700</td>
<td>Bucks, Chester, Delaware, Montgomery, Philadelphia</td>
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<tr>
<td>District 8-0</td>
<td>2140 Herr Street Harrisburg, PA 17103-1699</td>
<td>717.787.6653</td>
<td>Adams, Cumberland, Dauphin, Franklin, Lancaster, Lebanon, Perry, York</td>
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<tr>
<td>District 9-0</td>
<td>1620 North Juniata Street Hollidaysburg, PA 16648</td>
<td>814.696.7250</td>
<td>Bedford, Blair, Cambria, Fulton, Huntingdon, Somerset</td>
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<tr>
<td>District 10-0</td>
<td>2550 Oakland Avenue, P.O. Box 429 Indiana, PA 15701-0429</td>
<td>724.357.2800</td>
<td>Armstrong, Butler, Clarion, Indiana, Jefferson</td>
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<tr>
<td>District 11-0</td>
<td>45 Thoms Run Road Bridgeville, PA 15017</td>
<td>412.429.5000</td>
<td>Allegheny, Beaver, Lawrence</td>
</tr>
<tr>
<td>District 12-0</td>
<td>825 North Gallatin Avenue Ext. P.O. Box 459 Unióntown, PA 15401-2105</td>
<td>724.439.7315</td>
<td>Fayette, Greene, Washington, Westmoreland</td>
</tr>
</tbody>
</table>

**Central Office**

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keystone Building 400 North Street Harrisburg, PA 17120</td>
<td>717.787.2838</td>
</tr>
</tbody>
</table>