**FACILITY RESERVATION INFORMATION & REGULATIONS**

1. **Full payment of Fees & Deposit must be received the Rental Request to be considered. ALL RENTALS ARE FIRST COME, FIRST SERVED**.
2. Reservations can be made over the phone or online at susqparks.com. If a reservation is made over the phone a credit card must be used for the entire payment and deposit.
3. The $100.00 Deposit will be returned after the rental as long as there ***are no damages to the facility or property, excessive trash, and the Park and Recreation Rules Ordinance 16-103 and Facility Rules & Regulations are followed.*** In the event that police action is required at your event you could be subject to a charge of the officer rate plus 25% per hour for a minimum of three hours per incident call. Violation of the rules will result in forfeiture of the deposit, and the renter will be not able to rent our facilities in the future.
4. Renter of the facility is required to be on the premises during the entirety of the rental.
5. NO ALCOHOL is permitted in our parks, regardless of the age of the individual drinking it.
6. ***If request is received within 5 business days of the event date, the Deposit and Rental fees must be paid in cash or with credit card.***
7. An Approved Rental Permit guarantees the **use of that space only** and shall not affect the use of the adjacent park facilities by the general public. There is no guarantee you will have use of all park facilities.
8. All recreation facility users come directly under the jurisdiction of the Susquehanna Township Police Department. The Township reserve the right to disapprove an application that they feel will unreasonably interfere with other activities or with the general good of the Township, and/or any affected citizen, including the normal conduct and use of Township parks and facilities.
9. **Park Hours** in all parks are Dawn to Dusk. All rentals must be finished before dusk. Park pavilions are open between April and October yearly, depending upon weather.
10. Use of fields may be subject to special conditions.
11. All concessions must have the written permission of the Parks and Recreation Director. Any temporary additions to the park such as pony rides, tents, inflatable moon bounces, rides, carnival type games, and slides, etc. are not permitted due to possible damage incurred to park facilities and liability.
12. Catering is allowed if approved by Recreation Director. Lessee must provide a copy of the caterer’s food license. If special equipment (i.e. cookers, gas grills, pig roasters, etc) is to be used onsite, lessee must provide proof of the caterer’s liability insurance with Susquehanna Township listed as co-insured. The wording on the insurance certificate should be “Susquehanna Township is listed as an additional insured with respect to General Liability.” ***Proof must be provided in advance of the rental.***
13. **Cancellations made less than 5 Business days before rental are not eligible for refund unless** weather is a definite factor. Refunds *may* be granted in cases of inclement weather, at the discretion of the Recreation Director.
14. **The Parks and Recreation Department must be notified in advance of any cancellations, for whatever reason. Refunds will not be granted if the rental has already begun.** The Department office phone is 717-909-9278 and email [stprinfo@susquehannatwp.com](mailto:stprinfo@susquehannatwp.com). The office is open Monday through Friday from 8:30am to 5:00pm. We are not open on the weekends.