

SUSQUEHANNA TOWNSHIP RECREATION DEPARTMENT
1900 LINGLESTOWN ROAD, HARRISBURG, PA. 17110
TELEPHONE (717) 909-9228 E-MAIL breichard@susquehannatwp.com

PARK FACILITY RENTAL REQUEST FORM

The reservation of a facility by payment of a proper fee and a facility permit guarantees the **use of that space only** and shall not affect the use of the adjacent park facilities by the general public. All applicants and facility users must agree to abide by all park rules and regulations as set forth by the Township. All recreation facility users come directly under the jurisdiction of the Township, the Township Police Department, Park Ranger, and park supervisor. The Township Commissioners reserve the right to disapprove an application that they feel will interfere with other activities or with the general good of the Township, and/or any affected citizen. **All recreation facilities are tobacco free.**

ORGANIZATION NAME _____

TYPE OF EVENT _____

NO. OF PEOPLE _____

(The capacity of our facilities may be limited, please honor these limitations)

APPLICANT NAME _____

ADDRESS _____ **ZIP** _____

TELEPHONE **C** _____ **H** _____ **W** _____

REQUESTED PARK _____ **REQUESTED FACILITY** _____

DATE OF EVENT ____/____/2016

***TIME OF EVENT** _____ **TO** _____ * Please include set up and clean up time

Email

Address: _____

(Email address required to receive permit)

PLEASE READ THE FOLLOWING AND SIGN ON THE BACK or PAGE 2:

1. All rentals are first come first serve. All persons requesting reservations must be at least 18 years of age.
2. Everyone using the facilities must follow the park rules and regulations, which are posted and are covered by Township Ordinance, a copy of which will be sent with your event permit when your application is approved.
3. Refundable cancellations are those requested more than two (2) week in advance of your event unless weather is a factor. Cancellations made less than 2 weeks will require forfeiture of your security deposit.
4. Place all refuse in containers provided. Violation of this provision may bar future use by your group and/or forfeiture of your security deposit.
5. Any damage, defacement, or removal of park property will be prosecuted to the fullest extent of the law.
6. All concessions must have the written permission of the Township Manager.
7. All claims are waived against the Recreation Department and Susquehanna Township for any personal injury or death, which may occur, unless negligence is involved.
8. If rental request is less than 4 days in advance of date requested then cash is required for payment.
9. When paying by check or money order, a separate check or money order is required for the refundable deposit.
10. Verify the accuracy of the information shown above by signing on page 2 where indicated.
- 11. All recreation facilities are tobacco free. No smoking, no tobacco products.**

(see reverse or pg 2 for signature)

SUSQUEHANNA TOWNSHIP RECREATION FACILITIES

Pavilion Rental Fees are \$15.00 per hour on weekends & holidays. Weekday rental fees are \$12.50 per hour

Please include set-up and clean-up time. ALL PARKS ARE NON SMOKING FACILITIES

<u>Pavilion Rental Locations</u>	Restrooms	# Tables	Hours of Use	Cost
Veterans Park - 1955 Elmerton Avenue	yes	9		
Donald Stabler Park - 4332 Kaby Street	yes	2		
Christian McNaughton Park - Weatherford Way	yes	2		
Edgemont Park - Edgemont Road & Locust Lane	yes	6		
Crown Point Park - 2445 Walker Mill Road	yes	4		
Refundable Security Deposit of \$25.00	<i>(SEPARATE CHECK or MONEY ORDER REQUIRED)</i>			\$25.00
	TOTAL	Cost	\$	

Field & Court Reservation Fees	Hourly Rate	Lights	Hours of Use	Cost
Baseball/Softball field	\$25	\$45 Hour		
Basketball Court	\$18	N/A		
Soccer	\$25	\$45 Hour		
Tennis Court	\$15/court	\$18/court		
Volleyball Court	\$12	N/A		
Fee is for field/court use only. Field preparation available at additional cost.			Total Cost	

CLEAN UP - All groups are responsible for clean up after their event
 Facilities and equipment must be left clean and undamaged to receive a full refund of security deposit.
 This agreement is for **only** the facilities you have requested. There is no guarantee you will have use of all park facilities.
 Parks are open daily dawn to dusk
 Recreation facilities which become hazardous for public use due to weather, water, fire or unforeseeable conditions may be closed. Township Ordinance 107 Chapter 16.
 Refunds may be granted due to inclement weather occurring on the day of your event.

Facilities are not guaranteed until you receive a rental permit. A permit will be emailed unless noted.

I have read the front and back of this rental agreement and will to abide by all rules, regulations, and Ordinances.

Signature: _____ **DATE** / / **2016**
 Representative (print name): _____
 Parks & Recreation Director Initials: _____

STPR STAFF TO COMPLETE:

FEE PAID \$ _____ CHECK # _____ DEPOSIT \$ _____ CHECK # _____

PARK ORDINANCES GIVEN _____ PERMIT _____ NO EMAIL ADDRESS GIVEN _____

STAFF SIGNATURE: _____ DATE _____

Note: This form has been prepared by the Township Recreation Department, reviewed by the Recreation Advisory Committee and approved by the Township Commissioners and Township Manager