

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

PARK FACILITY RENTAL FORM

The reservation of a facility by payment of a proper fee 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 facility users come directly under the jurisdiction of the Township, their park attendant, park supervisor and the Township Police Department. 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.

ORGANIZATION NAME _____

TYPE OF EVENT _____

NO. OF PEOPLE _____

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

REPRESENTATIVE NAME _____

ADDRESS _____

TELEPHONE **WORK** _____ **HOME** _____

REQUESTED FACILITY _____

PURPOSE _____ **DATE** ____/____/____

***HOURS** _____ **TO** _____ * Please include set up and clean up time

PLEASE READ THE FOLLOWING AND SIGN ON THE BACK:

1. All persons requesting reservations must be at least 18 years of age and present a Certificate of Liability insurance for their organization in the involvement of sports.
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 when your application is approved.
3. Refundable cancellations are those requested more than two (2) week in advance unless weather is a factor.
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 extend 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. Return payment, payable to Susquehanna Township Recreation, 1900 Linglestown Road, Harrisburg, Pa. 17110, along with completed form to receive confirmation of reservation.
9. Verify the accuracy of the information shown above by signing below where indicated.