

SUSQUEHANNA TOWNSHIP RECREATION DEPARTMENT

1900 LINGLESTOWN ROAD, HARRISBURG, PA. 17110

TELEPHONE (717) 909-9228

E-MAIL: breichard@susquehannatwp.com

2018 PARK FACILITY RENTAL REQUEST FORM

CONTACT INFORMATION

Contact Person _____ (must be 18 years or older)

Organization Name (if applicable) _____

Address _____
(Street) (City) (State) (Zip Code)

Email _____

(In order to help protect the environment, permits will be sent by e-mail unless otherwise requested.)

Phone - Main _____ Cell _____ Work (if we may call) _____

RENTAL REQUEST INFORMATION

Park _____ Facility (Pavilion/Field/Court) _____

Please note that this is a publicly owned facility located in a public park. The lessee is reserving only the pavilion or field/court itself and cannot rent the park.

Date of Rental _____
Day of Week Month/Day/Year

Start Time _____ AM/PM End Time _____ AM/PM

Parks are open from dawn to dusk daily. Rental time **includes** set up and clean up time.

TYPE OF EVENT _____

NO. OF PEOPLE _____

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

PAYMENT

Two checks* included with application:

Fee \$ _____ + Deposit (Refundable) \$25.00

Lessee's Signature _____ Date _____
(must be signed and dated by potential renter)

* Payment for Deposit must be by check, money order, or cash. Fee Payment(s) may be made by check, money order, cash, or credit card. Credit card payments are subject to a 3% transaction fee. *If request is received within 5 business days of event date, Damage Deposit and fees must be paid in cash.*

We intend to have our event catered ☐ Name of Caterer _____

PLEASE NOTE: All sections of Page 1 must be completed, page 1 and 3 must be signed, and all pages of this application must be returned with two checks* for payment before this application can be considered.

FACILITY RESERVATION INFORMATION

1. **Full payment of Fees & Deposit must be received with this application in order for the Rental Request to be considered. ALL RENTALS ARE FIRST COME, FIRST SERVED.**
2. Phone reservations are not accepted.
3. Checks may be made payable to "Susquehanna Township Parks & Recreation."
4. **Two separate checks are required to rent a facility.** One is for the rental fee. The other is for a \$25.00 Deposit to ensure that the facility is kept in good condition and the rules are followed. Payment for Deposit must be by check, money order, or cash. Fee Payment(s) may be made by check, money order, cash, or credit card. Credit card payments are subject to a 3% transaction fee.
5. The \$25.00 Deposit will be returned after the rental as long as no damages are incurred and the Park Rules & Regulations are followed. Violation of the rules will result in forfeiture of the deposit.
6. NO ALCOHOL is permitted in our parks, regardless of the age of the individual drinking it.
7. ***If request is received within 5 business days of the event date, the Deposit and Rental fees must be paid in cash.*** Applicants are encouraged to submit their requests at least 2 weeks prior to the desired rental date.
8. **Facility rental is NOT guaranteed until you receive a signed Rental Permit.**
9. 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.
10. All recreation facility users come directly under the jurisdiction of the Susquehanna Township Police Department. The Township Commissioners 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.
11. **Park Hours** in all parks are Dawn to Dusk. All rentals must be finished before dusk. Parks are open between April and October yearly, depending upon weather.
12. Use of fields may be subject to special conditions.
13. All concessions must have the written permission of the Township Manager. Any temporary additions to the park such as pony rides, tents, etc are not permitted due to possible damage incurred to park facilities.
14. 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.***
15. **Cancellations made less than 2 weeks 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.
16. **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 (717-909-9228) is open Monday through Friday from 8:30am to 5:00pm. We are not open on the weekends. Outside of these office hours, please contact the Park Ranger as indicated on the bottom of the Rental Permit.

SUSQUEHANNA TOWNSHIP RECREATION FACILITIES RENTAL FEES 2017				
PAVILIONS				
Pavilion Rental Fees are \$15.00 per hour on weekends & holidays. Weekday rental fees are \$12.50 per hour				
PAVILION RENTAL LOCATIONS	Restrooms	# Tables	Charcoal Grills	
Veterans Park - 1955 Elmerton Avenue	yes	9	Yes	
Donald Stabler Park - 4332 Kaby Street	yes	2	No	
Christian McNaughton Park - Weatherford Way	yes	2	Yes	
Edgemont Park - Edgemont Road & Locust Lane	yes	6	Yes	
Crown Point Park - 2445 Walker Mill Road	yes	4	Yes	
A Refundable Deposit of \$25.00 is required for pavilion rentals.				
FIELDS/COURTS	Hourly Rate	With Lights		
Baseball/Softball Field	\$30/Field	\$50		
Basketball Court	\$20/Field	N/A		
Soccer Field	\$30/Field	\$50		
Tennis Court	\$20/court	\$40/court		
Fee is for field/court use only. Field preparation available at additional cost.				
By-the-day rentals and league rentals may be available.				

CONDITIONS OF RENTAL

READ THE FOLLOWING AND SIGN TO INDICATE THAT YOU HAVE READ AND UNDERSTOOD THESE POLICIES

- All recreation facilities are tobacco and alcohol free. No smoking, no tobacco products, no alcohol.**
- Everyone using the facilities must follow the Park Rules & Regulations, which are posted and are covered by Township Ordinance. A copy of the Park Rules & Regulations will be sent with your event permit when your application is approved. A list of these Rules and Regulations is also available in the Recreation Office and online at susquehannatwp.com. Failure to follow the Park Rules and Regulations or Federal, State or Local Laws is punishable by law and subject to fines, as well as possible forfeiture of your deposit.
- Fires are allowed in the provided charcoal grills only. Use of gas grills requires liability insurance with Susquehanna Township listed as co-insured, proof of which is required in advance of the rental.
- Lessee is responsible for all group clean up. Place all refuse in containers provided. Violation of this provision may bar future use by your group and/or forfeiture of your deposit. Facilities and equipment must be left clean, in an orderly condition, and undamaged to receive a full refund of the Deposit. Equipment, such as picnic tables, must be returned to their original place when rental is over. Any damage, defacement, or removal of park property will be prosecuted to the fullest extent of the law.
- Recreation facilities which become hazardous for public use due to weather, water, fire or unforeseeable conditions may be closed (Township Ordinance 107 Chapter 16).

I have read the rental agreement and will abide by all rules, regulations, and Ordinances. All claims are waived against the Recreation Department and Susquehanna Township for any personal injury or death which may occur, unless negligence is involved.

Representative Name _____ Date _____

Signature _____

FOR STPR STAFF TO COMPLETE			
Pavilion Rental Fees are \$15.00 per hour on weekends & holidays. Weekday rental fees are \$12.50 per hour.			
<u>Pavilion Rental Locations</u>		Number of hours used	Cost
Veterans Park - 1955 Elmerton Avenue			
Donald Stabler Park - 4332 Kaby Street			
Christian McNaughton Park - Weatherford Way			
Edgemont Park - Edgemont Road & Locust Lane			
Crown Point Park - 2445 Walker Mill Road			
Refundable Deposit of \$25.00			\$25.00
Field & Court Reservation Fees	Hourly Rate	With Lights	
Baseball/Softball field	\$30/field	\$50	
Basketball Court	\$20/field	n/a	
Soccer Field	\$30/field	\$50	
Tennis Court	\$20/court	\$40/court	
Total Due:			
Parks & Recreation Director Initials:			
FEE PAID \$_____ CHECK #_____ DEPOSIT \$_____ CHECK #_____			
PARK ORDINANCES GIVEN___ PERMIT done___ Emailed on_____			
All updates done/completed _____			
STAFF SIGNATURE:_____ DATE_____			
<p>Note: This form has been prepared by the Susquehanna Township Recreation Department. Fees have been approved by the Township Commissioners and Township Manager.</p>			