



Susquehanna TOWNSHIP

Pavilion Reservation Form

Susquehanna Township
Department of Parks &
Recreation
1900 Linglestown Road
Harrisburg, PA 17110
717-545-4751
www.susquehannatwp.com

*We recommend that you leave the date and pavilion selection blank until availability is confirmed in person by the Township.

Date you are requesting:	Time you are requesting: Start: _____ End: _____	Resident of Susquehanna Township? ____ Yes _____ No
<div style="display: flex; justify-content: space-around;"> <div> <input type="checkbox"/> VETERANS PARK PAVILION 2 charcoal grills, kitchen 9 tables (Capacity- 70) </div> <div> <input type="checkbox"/> EDMONT PAVILION 1 double grill 6 tables (Capacity – 50) </div> <div> <input type="checkbox"/> CROWN POINT PAVILION 1 grill 4 tables (Capacity – 30) </div> </div>		
<input type="checkbox"/> Weekend/Holiday Resident fee \$20 per hour/ \$80 per day <input type="checkbox"/> Weekend/Holiday Non-Resident fee \$25 per hour/ \$100 per day <input type="checkbox"/> Weekday Resident fee \$15 per hour/ \$60 per day <input type="checkbox"/> Weekday Non-Resident fee \$20 per hour/ \$80 per day <p style="text-align: center;">*a refundable security deposit of \$50.00 (via check only) is required for all pavilion rentals</p>		
APPLICANT'S/ORGANIZATION'S NAME (MUST BE 18 TO APPLY)	DAYTIME TELEPHONE NUMBER (____)-____-____	CELLPHONE NUMBER (____)-____-____
APPLICANT'S ADDRESS		
E-MAIL ADDRESS		

Renters must abide by all park rules which include:

- Pavilion rental permit fees include your cleanup of the pavilion, picnic tables and the area immediately surrounding the pavilion. Place all trash in the receptacles or in closed trash bags. Please check the area around the pavilion as well. Remove any decorations that have been placed on the pavilion or the picnic tables. Return the tables to their original locations.
- No tobacco or alcohol permitted in Township parks.
- A pavilion rental permit does not guarantee access to the sports fields. All prior permitted games take precedence. Vehicles must be kept on designated paved areas. All vehicles are prohibited from parking or driving on the grass. Rentals are permitted during park hours only, unless the pavilions are lit and the Township permits dusk/evening rentals.
- No campfires. Charcoal only permitted in grills.
- The individual or group reserving the pavilion is entitled to a full refund of the pavilion rental fee if cancellation notice is given no less than 5 business days before the reservation date.
- The Township reserves the right to close the Park at all times. If possible and time allows, the individual or group reserving the pavilion will be notified. Should the Township close the park, the individual or group reserving the pavilion is entitled to a full refund of the pavilion rental fee.

Applications for pavilion reservations must be made in person at the Main Window located in the Township Building located at 1900 Linglestown Road. Our office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. Permits are issued at time of application. We recommend you leave the date and pavilion information blank until the availability can be confirmed. Permits will be accepted starting on the first business day of March within the current year.

***HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR COMMUNITY SERVICES FACILITIES**

In consideration for the acceptance for use of the above facilities, applicant hereby agrees to defend, indemnify and hold harmless the Susquehanna Township Department of Parks & Recreation and its agents, officers, employees and volunteers, against any and all claims, demands, damages, costs and expenses, including attorneys' fees, actions or liability whatsoever directly or indirectly arising out of, or resulting in any way from the occupancy or use of the facility by Applicant and/or Applicant's invitees.

***All Checks to be made payable to Susquehanna Township**

Applicants Signature	Date:	_____	
Approval Signature	Date:	_____	Parks and Recreation Manager approval or Designee approval.

Applicant's signature indicates that Applicant is 18 years or older and agrees to abide by all park rules and Township policies.