

SUSQUEHANNA TOWNSHIP PARKS AND RECREATION

1900 Linglestown Road Harrisburg, PA. 17110

(717) 909-9228 Fax (717) 540-4298

E-mail: breichard@susquehannatwp.com

www.susquehannatwp.com

This form is for Susquehanna Township Parks & Recreation Fields and Courts only.

The reservation of a facility by payment of a proper fee and issuance of a facility permit guarantees the **use of that space only** for the date(s) and time(s) specified 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 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.

One field or court per form please!

Organization: _____

Field Type: _____ **Park:** _____

Requested Dates: FROM: _____ **TO:** _____

Requested Hours: Sun _____ **-** _____ **Mon** _____ **-** _____ **Tues** _____ **-** _____

Wed _____ **-** _____ **Thurs** _____ **-** _____ **Fri** _____ **-** _____ **Sat** _____ **-** _____

(You may attach your schedule to this form.)

Concession Stand Use: YES ____ NO ____ **If yes, what hours? From** _____ **to** _____

Liability Insurance: policy # _____

(Please send a copy of current insurance listing Susquehanna Township as the certificate holder – wording on the document must be “Susquehanna Township is listed as an additional insured with respect to General Liability”.)

REPRESENTATIVE NAME (please print) _____

(Representative must sign on page 2 of this document.)

ADDRESS: Street _____ **City** _____ **State** _____ **Zip** _____

PHONE (C) _____ **(H)** _____ **(W)** _____

E-MAIL ADDRESS _____

(See page 2 for rules and signature.)

Available fields and courts:

Apple Creek:	soccer/multipurpose field
Christian McNaughton Park:	soccer field, small baseball field
Donald B. Stabler Park:	small baseball field, softball field, basketball court
Edgemont Park:	softball field, basketball courts (2)
Veterans Park:	baseball/multipurpose field, softball field, soccer complex (4 fields), basketball, tennis courts

PLEASE READ THE FOLLOWING and SIGN BELOW:

1. All persons requesting reservations must be at least 18 years of age and present a Certificate of Liability for their organization in the involvement of sports.
2. Everyone using the facilities must follow the Park Rules & Regulations, which are posted and are covered by Township Ordinance. A copy of these rules and regulations along with a Rental Permit will be sent when your application is approved. **All recreation facilities are tobacco free** - No smoking, no tobacco products.
3. Refundable cancellations are those requested more than two (2) weeks in advance of the scheduled activity unless weather is a factor. The Township has the right to cancel the event due to weather or any unforeseen circumstance.
4. Place all refuse in containers provided. Violation of this provision may bar future use by you or your group.
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. Return payment; payable to Susquehanna Township Recreation, 1900 Linglestown Road, Harrisburg, Pa. 17110, along with this completed form to receive confirmation of reservation by permit.
8. Park hours are dawn to dusk, except Veterans Memorial Park when lights are used on athletic facilities an eleven o'clock (11:00) pm curfew is observed.
9. Verify the accuracy of the information shown on this form and that you will abide by all rules, regulations and Ordinances by signing below where indicated.
10. All claims are waived against the Susquehanna Township Parks & Recreation Department and Susquehanna Township for any personal injury or death, which may occur, unless negligence is involved.

Representative Signature _____ **Date** _____

PLEASE NOTE: Completion of this form does not guarantee you will receive all dates and times as requested. You will be notified and issued a permit for facility usage if your request is approved.

FIELD/COURT RENTAL FEES

Baseball field:	\$30/hr, with lights \$50/hr	Tournament play \$450/day – lights +\$20/hr
Softball field:	\$30/hr, with lights \$50/hr	Tournament play \$450/day – lights +\$20/hr
Soccer field:	\$30/hr, with lights \$50/hr	Tournament play \$450/day – lights +\$20/hr
Tennis court:	\$20/hr	Tournament play \$125/day
Basketball court	\$20/hr	Tournament play \$125/day

Field preparation available at an additional cost:

Baseball/softball - \$30 weekdays, \$45 weekends

Soccer - Initial lining \$150, Re-lining \$45

STPR STAFF COMPLETE:

TOTAL DUE _____

DEPOSIT \$ _____ CHECK # _____ STAFF INITIALS _____

FEE PAID \$ _____ CHECK # _____ STAFF INITIALS _____

PARK ORDINANCES GIVEN _____ PERMIT GIVEN _____ MUSCO SCHEDULE _____

COMPLETED: STAFF SIGNATURE: _____ DATE _____