

**Springettsbury Township
Parks and Recreation Department**

Pavilion Rental Permit Application

General Information:

Applicants Name: _____
(The applicant must be the individual who will be present on the date of the rental and possess the permit)

Address: _____

Telephone (Home): _____ **Telephone (Work):** _____

Email Address: _____ **Township Resident** **Non Resident**

Photo ID (Drivers License #): _____

Purpose of Function: _____ **Anticipated Attendance:** _____

Organization (if applicable): _____

Pavilion Requested: (Please check appropriate park pavilion)

Springettsbury Township Park: Pavilion #1 Pavilion #2 Camp Security Springetts Oaks
(Lions Club) (Tennis Courts/New)

Kingston Fayfield Rockburn Stonewood Penn Oaks Pleasureville August Schaefer

Rental Date: _____ **Time Requested:** _____

To the fullest extent permitted by law, Applicant agrees to defend, indemnify and hold Springettsbury Township, its directors, officers, officials, and employees harmless from and against any all Claims arising out of or relating (directly or indirectly) to: (i) any act, omission or breach of any provision of this Rental Agreement or the Park Rules and Regulations; and (ii) any accident, injury or damage whatsoever occurring in or at the Premises, to the extent arising, in whole or in part, out of negligent acts or omissions on the part of Renter. The undersigned acknowledges receipt of the Township's Park Rules and Regulations.

Print Name: _____ **Date:** _____

Applicant's Signature: _____ **Date:** _____

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Office Use Only:

Application processed by: _____ **Receipt#** _____

Date form Processed and approved: _____

Fee Paid: Cash Amount: _____ **or Check amount:** _____ **Check Number:** _____

**Springettsbury Township
Parks and Recreation Department**

Pavilion Rental Policy

Purpose

Park facilities are provided for the enjoyment and participation of park users. It is the purpose of this policy to provide users with the opportunity and convenience of reserving picnic pavilions at each park location. Pavilion rental fees are collected to offset the cost of administering and maintaining facilities for park users.

Reservation Process

1. It is highly recommended that the user visit the site the user is considering before making reservations to ensure that the accommodations meet the user's needs.
2. Reservations can only be made in person at the Township Administrative Offices during normal business hours and, the applicant must be at least 21 years of age or older. Photo ID for proof of birth and residency required.
3. Reservations are accepted on a first-come, first-served basis. The availability of a picnic pavilion will be contingent upon the scheduling of Township events which take priority. Dates and times of Township sponsored programs will be provided for the calendar year.
4. Full payment must accompany application form to secure reservation and release permit.
5. The rental fee is non refundable. However, a full refund will be provided if the Township, in its discretion, cancels the reservation due to a scheduling conflict, or to circumstances that may present a health or safety risk to the user.
6. The applicant **must** be in possession of the permit on date of pavilion use and have available during duration of rental.
7. Pavilion capacity shall not exceed 50 persons.
8. In the event the pavilion is damaged or trash is left behind, the applicant will be held completely responsible for costs incurred for repairs and trash removal. The Parks and Recreation Director will itemize the extent of any damage and assess costs as necessary to the applicant.

Cancellations

In the case of severe inclement weather on the date of the rental, the applicant may select another date within the same calendar year only. Severe inclement weather shall be defined as continuous rain, thunderstorms, high winds or other weather conditions that make using a pavilion hazardous to the user. In order to be eligible to reschedule, the applicant must contact the parks and recreation department on the rental date or next business day to request to reschedule. Applicant must provide name, permit number, date reserved and facility reserved. No refunds will be provided.

Rental Fees/Times

1. Pavilions are available from dawn to dusk.
2. Weekday Rental - Resident: \$25.00 permit fee / Non Resident: \$40.00 permit fee
3. Weekend Rental - Resident: \$35.00 permit fee / Non Resident: \$60.00 permit fee

Rules & Regulations

Use of all park facilities must be in accordance with Ordinance #04-02, a copy of which is attached hereto. The applicant will be held responsible for the actions of all guests. A permit can be terminated immediately and the applicant and all guests are to vacate the pavilion at the discretion of law enforcement authorities and/or the Parks and Recreation Director if the following is found to exist: a misrepresentation or violation of the terms of the application; public health or safety is threatened; or a violation of any Township Ordinance is found.

The following rules and regulations must be reviewed and adhered to when using pavilions as well as all other rules and regulations listed in Ordinance #04-02:

- Littering is prohibited. **All trash must be taken with you.**
- Smoking is prohibited at all times on any park property.
- Pavilions must be vacated by dusk.
- Picnic tables may not be removed from pavilions.
- Material shall not be tacked, nailed or stapled to pavilion structure. Any material mounted in any other fashion must be removed prior to leaving.
- Alcoholic beverages are prohibited.
- All motorized vehicles must be parked in designated spaces. Driving on grass to unload is strictly prohibited.
- Open fires and hot charcoals for the purpose of cooking may only be done in Township grills. Grills must be extinguished before leaving premises.
- Pavilions must be thoroughly cleaned.
- No private amusements rides are permitted.

As the applicant and permit holder, I have read the pavilion rental policy and the rules and regulations, and will take full responsibility in insuring that the policy and rules and regulations are reviewed with my guests and adhered to during the course of our rental. I will take full responsibility for any costs incurred due to damage or trash removal. I understand and fully agree to comply with all terms related to this policy and all applicable laws and Township Ordinances.

Print Name: _____ Date: _____

Signature of Applicant: _____ Date: _____

**PARK RULES AND REGULATIONS
FROM ORDINANCE #04-02**

SECTION 6. Rules and Regulations.

(a) It is expected that all users of Township facilities will conduct themselves and their activities in such a way as will not obstruct or interfere with the use and enjoyment of the facilities by others. Respect for, courtesy to, and cooperation with other users is expected, and any failure to demonstrate these qualities may result in denial of use of the facilities.

(b) Springettsbury Township Parks will be subject to the following rules and regulations:

1. Springettsbury Township Park will open at 7 a.m. and close at 11p.m. All other parks will operate from dawn to dusk. There shall be no trespassing on park property during non-operating hours.
2. The amphitheatre at the Springettsbury Township Park shall be a smoke free environment at all times.
3. The Township Manager, the Chairman of the Board of Supervisors, the Chief of Police or the Director of Parks and Recreation may close the park(s) if hazardous conditions exist that endanger life or property. There shall be no trespassing on park property during such times.
4. Littering is prohibited.
5. Vandalism and negligent or deliberate destruction or removal of natural or physical property is prohibited.
6. Open fires or hot charcoals shall only be permitted in Township park grills. Grills are not to be left unattended and shall be thoroughly extinguished upon departure, except for Township-sponsored events.
7. Picnic tables are not to be removed from the picnic shelters.
8. The solicitation, selling, or the distribution of any items or services unrelated to Township sponsored activities is prohibited.
9. Posting of signs of any kind is prohibited without prior approval of the Director.
10. Possession, use or distribution of alcoholic beverages and controlled substances are prohibited.
11. Use of explosives or explosive devices, fireworks, sparklers, hot air-balloons, rockets, guns, remote control air planes or vehicles, firearms, air guns, bows, slingshots or any similar items for non-Park and Recreation sponsored events is prohibited.
12. Injury or killing of wild or domestic animals are prohibited.
13. All dogs must be currently licensed and vaccinated. Dogs shall not be permitted on any playground, sports fields or in the amphitheater area. Dogs must be leashed at all times and the leash must not be longer than six feet (6'). Limit two (2) dogs per adult. Waste must be collected immediately. Dog owners are responsible for injuries inflicted by their dog to others. Aggressive dogs are not permitted.
14. No hitting of golf balls.
15. Use of any amplification devices and microphones is prohibited, unless the activity is sponsored by the Township.
16. Motorized vehicles are prohibited other than in designated parking areas, and except those expressly authorized by the Township.
17. Facilities and equipment shall be used only for the purpose intended.
18. Use of electrical outlets is restricted only for Township equipment or Township-sponsored events.

19. Skateboarding, in-line skating and bicycling are prohibited in all picnic shelters, on the tennis courts and in the amphitheatre area including the stage, terrace seating area and designated access points.
20. It shall be unlawful for any person to engage in any abusive, loud, vulgar or otherwise disorderly conduct.
21. Parking areas are for park users only. All vehicles shall be parked within the designated spaces provided.
22. Tents, canopies or any other similar structures are prohibited, unless used for a Township-sponsored event.
23. Smoking shall be prohibited at all times on any park property.

A violation of any Park Rules and Regulations shall be a summary offense subject to the penalties set forth in Section 10 of this Ordinance.

SECTION 10. Violations and Penalties.

Any person, firm, group, league or other organization violating any provision of this Ordinance shall upon conviction thereof in a summary proceeding, be subject to pay a fine of not less than \$100.00 and not more than \$600.00 per violation, plus costs of prosecution, and in default of payment thereof, be subject to the penalties for failure to pay a fine pursuant to the Pennsylvania Rules of Criminal Procedure. Each time that a violation occurs or each day that a violation continues shall be deemed a separate offense.

As the applicant and permit holder for the _____ pavilion on _____
I have read the Park Rules and Regulations from Ordinance #04-02. I have also been given a copy to review with the guests and will adhere to the Rules and Regulations from the Ordinance during the course of the rental.

Renter's Signature _____

Printed Name _____

Date _____