



**Mailing Address**

P.O. Box 277  
Dauphin, PA 17018

**Office Address**

10 Elizabeth Avenue  
Dauphin PA, 17018

Phone: 717-921-8128

Fax: 717-474-8146

*Middle Paxton Township*

## **PARK AND RECREATION FACILITIES APPLICATION 2018**

### **BACKGROUND:**

The extensive volume of requests by residents and non-residents to utilize Middle Paxton Township's park and recreation facilities necessitates a proper format for the scheduling of such uses. Middle Paxton Township has established user rules and regulations for the use of Township facilities. These regulations are based on past experience involving damage, loss, and failure to reimburse or pay valid fees and costs to Middle Paxton Township. Insurance, liability, legal and safety concerns also require certain rules to be in place for the use of Township property. Current requirements and stipulations governing the use of public parkland and recreation facilities owned by Middle Paxton Township are outlined in this Park and Recreation Facilities Application. Middle Paxton Township reserves the right to set special conditions with regard to any planned use and require payment in advance of the use of public parkland and recreation facilities. The Township also reserves the right to deny any park facilities application for failure to meet any of the stated conditions or because of past adverse experience involving either the type of planned use or the applicant.

### **INSTRUCTIONS:**

Please complete this entire form by answering all questions completely and accurately. **Incomplete forms will be returned to the applicant.** You may attach additional sheets of paper if necessary. The deposit and rental fee must be paid when filling out application. Middle Paxton Township will strive to coordinate the use of public facilities for as many people as possible. Middle Paxton Township reserves the right to reject a Park and Recreation Facilities Application if it believes the event or activity will unreasonably interfere with other existing or planned programs and activities, including the normal conduct and use of the Township parks and recreational facilities.

By submitting this Park and Recreation Facilities Application, the applicant is certifying that no expense will be borne by Middle Paxton Township in connection with the event or activity described in the application for which the Township will not be fully reimbursed. Further, the applicant certifies that the Township is not liable or responsible for any cost, effect, error, omission or loss of any kind associated with the event or activity listed herein, and that the Township is fully indemnified and held harmless from any claims or judgments arising from such. All park and recreation application activities must be fully insured by the applicant with the Township named as an "Additional Insured".

**All facilities are rented in "as is" condition.**

**USER INFORMATION:**

Name/Type of Event \_\_\_\_\_

Are you a Non-Profit Organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Arrival Time of Event: \_\_\_\_\_ Departure Time of Event: \_\_\_\_\_

Estimated Attendance (Participants + Spectators): \_\_\_\_\_

Requested Location(s) within Park/Facilities: \_\_\_\_\_

Are you a resident of Middle Paxton Township? \_\_\_\_ Yes \_\_\_\_ No (Driver's License checked) \_\_\_\_\_

**NO surge strips of any kind are permitted for pavilion rentals.**

\*\* If paying by check; **two** separate checks must be submitted, one for the security deposit and one for the rental fee. We also accept cash.

Make check or money order payable to: **“Middle Paxton Township”**

Any check returned for insufficient funds or on which payment has been stopped will result in automatic cancellation of the Park and Recreation Facilities Application.

Please mail fees, completed Park and Recreation Facilities Application, Waiver and Proof of Insurance to:

Middle Paxton Township  
Post Office box 277  
Dauphin, Pa 17018  
Telephone (717) 921-8128

Note: All fees are in accordance with the annual Resolution adopted by the Board of Supervisors.

**FACILITY RENTAL RATES:**

**A. HAGY PARK**

(Residents are required to pay a **security deposit** of \$25.00 for all pavilion, tennis court, and field rentals. **Non-residents** are required to pay a **security deposit** of \$50.00. **Security deposits for tournament play are noted below.** (Security deposits may be refunded after inspection of facilities.)

\_\_\_\_\_ **Pavilion (Residents - \$50.00, Non-residents - \$75.00)** \$ \_\_\_\_\_  
**(Surge strips are prohibited)**

\_\_\_\_\_ **Tennis Court**

\_\_\_\_\_ **Basketball Court**

\_\_\_\_\_ **Field(s)**      \_\_\_\_\_ **Softball Field**      \_\_\_\_\_ **Soccer Field**  
(Fields to be reserved in 3 hour block)

\_\_\_\_\_ **Tournament Play \$150.00 rental fee per field plus \$150.00 security deposit**

Sunday _____ (Date)	_____ am to _____ pm	\$ _____
Monday _____ (Date)	_____ am to _____ pm	\$ _____
Tuesday _____ (Date)	_____ am to _____ pm	\$ _____
Wednesday _____ (Date)	_____ am to _____ pm	\$ _____
Thursday _____ (Date)	_____ am to _____ pm	\$ _____
Friday _____ (Date)	_____ am to _____ pm	\$ _____
Saturday _____ (Date)	_____ am to _____ pm	\$ _____

**Security Deposit Amount:** \$ \_\_\_\_\_

**TOTAL FEES FOR HAGY PARK:** \$ \_\_\_\_\_

**Security Deposit Returned on** \_\_\_\_\_

**B. FISHING CREEK COMMUNITY CENTER**

(Residents are required to pay a **security deposit** of \$50.00 for building and court rentals. **Non-residents** are required to pay a **security deposit** of \$100.00 (all day) or \$75.00 (3.0 hours\*.) **Pavilion only** rentals require a **security deposit: Resident** -\$25.00 and **Non-resident** -\$50.00. (Deposits may be refunded after inspection of facilities.)

\_\_\_\_\_ **Building Rental - All day (residents \$125.00, non-resident \$175.00)**      \$ \_\_\_\_\_

\_\_\_\_\_ **Building Rental – 3.0 hours (residents \$75.00, non-resident \$100.00)**      \$ \_\_\_\_\_  
\*Hours include set up before and clean up after the event

\_\_\_\_\_ **Pavilion (residents \$25.00, non-resident \$50.00)**      \$ \_\_\_\_\_

\_\_\_\_\_ **Basketball Court (no additional charge)**

\_\_\_\_\_ **Tennis Court (no additional charge)**

**Security Deposit Amount:**      \$ \_\_\_\_\_

**TOTAL FEES FOR FISHING CREEK COMMUNITY CENTER:**      \$ \_\_\_\_\_

**Security Deposit Returned on:** \_\_\_\_\_

**REFUND POLICY:**

If you cancel your application 10 days prior to the date of your event, you will receive a full refund. If you cancel your application less than 10 days before your event, you will receive no refund. In the event of rain, you will receive no refund, but may select another open date.

The Township has the right to waive any fee in this application. The applicant requesting a waiver must present their case at the Board of Supervisors meeting prior to the usage date.

**INSURANCE REQUIREMENTS:**

- A. Events with estimated attendance of 50 or below:
  - 1. Applicants must agree to and sign attached Waiver of Liability.
  - 2. Applicants must provide proof of Residence in Middle Paxton Township.
- B. Events with estimated attendance of 51 or more:
  - 1. Applicants must agree to and sign attached Waiver of Liability.
  - 2. Applicants must provide proof of Residence in Middle Paxton Township

3. Organization/League Play Applicants must provide Liability coverage of \$1,000,000 per occurrence with Township named as an "Additional Insured".