



Mailing Address

P.O. Box 277
Dauphin, PA 17018

Office Address

10 Elizabeth Avenue
Dauphin PA, 17018

Phone: 717-921-8128

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Middle Paxton Township

PARK AND RECREATION FACILITIES APPLICATION 2020

BACKGROUND:

Middle Paxton Township has established Rules and Regulations for the use of Township facilities. Insurance requirements, 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 along with the Rules and Regulations. 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 form in its entirety by answering all questions completely and accurately. An incomplete form will be returned to the applicant. You may attach additional sheets of paper if necessary. The **security deposit** and **rental fee** must be paid **30-45 days prior** to the reserved date. 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. NO alcohol is permitted!

USER INFORMATION:

Type of Event _____

Date(s) Requested: _____

Contact Person: _____

Mailing Address: _____

Phone #: (H) _____ (W) _____ (Cell) _____

Emergency Contact Person: _____ Phone #: _____

Contact Signature: _____ Date: _____

Are you a Non-Profit Organization? _____ Yes _____ No

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 in the pavilions. NO alcohol is permitted!

Cash or **checks** are accepted forms of payment. If paying by check; **two** separate checks must be submitted. One check should be for the security deposit and one check should be for the rental fee.

Make checks 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 of Liability 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 PER 2020-02 RESOLUTION

A. HAGY PARK PAVILION

Individual and Family Rentals:

Security Deposit (Deposit may be refunded after inspection of facility)

- Resident - \$25.00 \$ _____
- Non-resident - \$50.00 \$ _____

Rental Fees

_____ Pavilion **(Surge strips are prohibited)**

- Resident - \$50.00 \$ _____
- Non-resident - \$75.00 \$ _____

_____ Tennis Court (no additional charge)

_____ Basketball Court (no additional charge)

_____ Field(s) _____ Softball Field _____ Soccer Field
(Fields to be reserved in 3 hour block)

Sports Team and League Rentals:

Security Deposit

- Practice only, no concession stand –
\$100.00 plus **Field Rental Agreement** \$ _____

Rental Fees

_____ League - Practice Only – no concession stand use –

Field Rental Agreement plus \$500.00 per field usage, per season

No. # of fields requested _____ \$ _____

_____ League/Practice/ Games/Tournaments with concession stand use

Fees per Field Rental Agreement \$ _____

TOTAL FEES FOR HAGY PARK: \$ _____

Security Deposit returned on _____

B. FISHING CREEK COMMUNITY CENTER – The Township will supply hand soap and paper towels in the restrooms and a **limited** amount of trash bags for all trash cans. All additional supplies are the responsibility of the applicant. **Balloons should NOT be tied to the ceiling fans.**

Permission must be given for use of any equipment (crockpots, fans, electric roasters, electric chafing dishes, etc.) other than furnished equipment, in the Fishing Creek Community Center. Please list all additional equipment below, or if none, please state "none."

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Security Deposit (Deposit may be refunded after inspection of facility)

ENTIRE FACILITY includes pavilion and all play areas

- \$50.00 \$ _____

PAVILION ONLY

- \$25.00 \$ _____

Rental Fees

_____ **Building Rental - All day includes pavilion and all play areas**

- Resident - \$150.00 \$ _____
- Non-resident - \$200.00 \$ _____

_____ **Building Rental – 4 hours only includes pavilion and all play areas**

- Resident - \$75.00 \$ _____
- Non-resident - \$125.00 \$ _____

***Hours include set up before and clean up after the event**

_____ **Pavilion Only Rental**

- Resident - \$25.00 \$ _____
- Non-resident - \$50.00 \$ _____

_____ **Basketball Court (no additional charge)**

TOTAL FEES FOR FISHING CREEK COMMUNITY CENTER: \$ _____

Security Deposit returned on: _____

REFUND POLICY:

A separate **mandatory** security deposit is required for all rentals. The deposit is to assure clean up and abidance of all rules, and is typically returned to the renter within two (2) weeks after rental. It will not be returned if cancellation is made less than two (2) weeks prior to the rental, the furniture is not left as it was found, property is damaged, food is left after the rental or other situations deemed inappropriate by the Township Manager.

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:

1. Applicants must agree to and sign the attached Waiver of Liability.
2. Applicants must provide proof of residency in Middle Paxton Township.
3. Organization/League Play applicants must provide Liability coverage of **\$1,000,000 per occurrence** with the Township named as an "Additional Insured".