

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

PARKS AND RECREATION FACILITIES APPLICATION 2026

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:

Date(s) Requested: _____

Type of Event: _____

Arrival Time of Event: _____ Departure Time of Event: _____

Estimated Attendance (Participants + Spectators): _____

Requested Location(s) within Park/Facilities: _____

Contact Person: _____ Phone #: _____

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

Mailing Address: _____

Email Address: _____

Contact Signature: _____ Date: _____

Emergency Contact Person: _____ Phone #: _____

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

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 2026-02 RESOLUTION

A. HAGY PARK PAVILION – 1120 Mountain Road, Dauphin 17018

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 - \$100.00 \$ _____
- Non-resident - \$150.00 \$ _____

Tennis/Pickleball & Basketball Courts (no additional charge)

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

TOTAL FEES FOR HAGY PARK: \$ _____

Sports Team and League Rentals:

Fees determined by Field Rental Agreement

_____ Practice only, no concession stand use

No. # of fields requested _____

_____ League - Practice Only, no concession stand use

No. # of fields requested _____

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

No. # of fields requested _____

Security Deposit returned on _____

B. FISHING CREEK COMMUNITY CENTER – 1361 Fishing Creek Valley Road, Harrisburg
 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. Premises must be vacated by 9 P.M.**

Rental of the Fishing Creek Community Center includes use of furnished oven, refrigerator, and microwave. All other appliances at the facility are not for public use. Permission must be given for use of any personal equipment (crockpots, fans, electric roasters, electric chafing dishes, etc.) Please list all additional equipment below, or if none, please state "none."

1. _____
2. _____
3. _____
4. _____

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

ENTIRE FACILITY includes pavilion and all play areas

- Resident - \$75.00 \$ _____
- Non-resident - \$100.00 \$ _____

PAVILION ONLY

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

Rental Fees

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

- Resident - \$275.00 \$ _____
- Non-resident - \$375.00 \$ _____

_____ **Pavilion Only Rental**

- Resident - \$100.00 \$ _____
- Non-resident - \$150.00 \$ _____

Basketball/Pickleball 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 ensure 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".



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**RELEASE AND WAIVER OF ALL CLAIMS AGREEMENT REGARDING RISK OF INJURY
AND
RELEASE AND WAIVER OF ALL CLAIMS**

I hereby apply to Middle Paxton Township to rent and use the facility or facilities as indicated in the attached application for a private and/or public function.

I hereby have been notified that the water at the Fishing Creek Community Center is not for consumption and is only used to wash dishes, clean, flush toilets, and wash hands with sanitizer.

I understand that by renting this or these facilities I will expose myself and my guests to normal risks of injury or harm associated with nature, sporting events and activities, picnics and social gatherings, musical events, and/or passive recreational activities.

I agree that I am responsible for my own safety.

I understand that the fields are available on an "as is" basis. The Township is not responsible for field maintenance except for routine mowing. The organization renting the fields is solely responsible for field maintenance.

I agree to abide by all rules and regulations in regard to the buildings, pavilion and park use.

I agree that I am responsible for my guest's safety to the point of producing a safe event or activity during the length of this contract.

I hereby assume all risk and responsibility for damage to the property of Middle Paxton Township as it relates to my event and my use and/or misuse; and hold Middle Paxton Township, its agents and representatives harmless for any and all suits relating to the use of Township owned facilities.

I hereby agree to protect, indemnify, save, keep, and hold harmless Middle Paxton Township, its elected and/or appointed officials, its agents, servants and employees, against and from any and all claims, causes of action or liability, loss, damage or expense, brought by me or on my behalf or by my guests or on their behalf, arising out of the use of the Township facilities and the activities conducted therein or thereon for which I have made application to the Township to use for a public and/or private function.

I agree that this Release and Waiver shall be construed and interpreted according to the law of the Commonwealth of Pennsylvania. I understand and agree that this Release and Waiver shall be binding upon my heirs, assigns and any personal entity acting upon my behalf.

I have read the above items of the Release and Waiver, understand them, agree to abide by them and hereby acknowledge that I understand this Release and Waiver.

I am at least 18 years old and may legally sign this document.

Signature **Date** **Print Name**

AUTHORIZED SIGNATURE - MIDDLE PAXTON TOWNSHIP MANAGER



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KEEP TO REFERENCE BACK TO DURING RENTAL

REQUIREMENTS FOR SECURITY DEPOSIT REFUND

- Turned off** all lights in pavilions, restrooms, and buildings.
- Remove** paper and trash around pavilion areas, restrooms and inside buildings; **place** all garbage in trash bags and **place bags in dumpsters** before leaving.
- Replace** trash can liners with new liners after trash bag is properly disposed of in the dumpster.
- Remove** all food from concrete pad under pavilions.
- Wipe clean** all tables and/or counter tops.
- Clean** kitchen facilities, wash dishes, check and clean refrigerator (if used), sweep and clean floors. **Clean** all items your group used. (Fishing Creek Community Center)
- Clean** and **tidy** restrooms.
- Lower** thermostat to 55 degrees and **turn off** hot water switch. (Fishing Creek Community Center)
- Clean** chalkboards. (Fishing Creek Community Center)
- NO** tape or adhesive on any walls/painted surfaces. (Fishing Creek Community Center)
- Close** and **lock** all windows and doors.
- Report all damages** to Middle Paxton Township Office.
- Return key** to the Township Office the next business day. Failure to do so will result in **forfeiture** of your security deposit unless other arrangements have been made and approved with the Township office. (Hagy Park)

***FAILURE TO COMPLETE ANY OF THE ABOVE ITEMS WILL RESULT
IN AUTOMATIC FORFEIT OF SECURITY DEPOSIT***

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**PARK AND FACILITY RULES AND REGULATIONS
PLEASE READ CAREFULLY**

1. **Park hours:** Dawn to Dusk
2. Alcoholic beverages, illegal drugs and gambling are **prohibited**.
3. All pets **must** be on a leash. Owners **must** clean up all animal waste deposited by their pets.
4. Place all refuse in containers provided during your event and **empty into dumpster before leaving** the park.
5. Any defacement, removal or damage of any park property will be **prosecuted** to the fullest extent of the law.
6. All paintball activities are **prohibited**.
7. Firearms, archery weapons, hunting, trapping or pursuing wildlife in parks is **prohibited**.
8. Profane language is **prohibited**.
9. All vending during schedule event is **prohibited** without prior written permission of the Township.
10. ATVs, mini bikes, off-road vehicles, motorcycles or snowmobiles are **prohibited**.
11. Washing or servicing of vehicles is **prohibited** in parks.
12. Fire rings are **prohibited**.
13. Public meetings or groups of more than 20 persons **require** special permission from the Township Manager.
14. **Reserved** fields and/or facilities have priority over general public use.
15. Skateboarding and rollerblading is **prohibited** in parks.
16. **No** outside equipment may be taken into **Fishing Creek Community Center** unless **approved** by the Township.
17. **Violators** will be **prosecuted** to the fullest extent of the law.
18. Please **review** and **complete** the **Requirements for Security Deposit Refund** checklist.

**IN AN EMERGENCY, CALL 911.
NON-EMERGENCY OR WEEKENDS, CALL JULIE SEEDS (717) 943-5131.**