

SPRING GARDEN TOWNSHIP PAVILION RENTAL FORM

Date/time
received: _____

For office use only

Return to:

CHRISTINE HARTLE

Spring Garden Township
Recreation Director
340 Tri Hill Road
York, PA 17403

Phone: (717) 854-7282

RENTAL INFORMATION

1. Rental Type (please circle one): Birthday Party Graduation Party Picnic Other _____

2. Rental Date(s): _____ Day(s) of the week: _____

4. Location of Event: _____

6. Set-up Times: Start: _____ am/pm End: _____ am/pm

7. Estimated Crowd: _____

Organization Name: _____

Applicant Name: _____

Title: _____

Address & Zip Code: _____

Email Address: _____

Phone Numbers: Home: _____ Office: _____

Cellular: _____ Fax: _____

9. Billing Name: _____

Address & Zip Code: _____

10. Event On-Site Contact Person: _____

Phone Numbers: Cellular: _____ Office: _____ Home: _____

Sound System (circle one) Acoustic
Describe Entertainment:

Amplified

List of entertainers/bands to perform at event:

PARK RENTAL INFORMATION

The park area open for public use shall be so open from 7:30 a.m. to 4:30 p.m. from October 1 to April 15, and the area open for public use shall be from 7:30 a.m. to 8:30 p.m. from April 15 to October 1.

*It shall be unlawful for any person to put, cast or deposit in any portion of any public park or playground any sort of filth, ashes, garbage, stones, sand or rubbish whatsoever.

* It shall be unlawful for any person to do or assist in the doing of any of the following enumerated acts in any of the playgrounds or public parks of the Township:

- A.** Throw any stones or missiles.
- B.** Utter loud or indecent language.
- C.** Gamble or play any game of chance.
- D.** Beg or solicit alms (money or goods given as charity).
- E.** Solicit a contribution or subscription of money or other valuable thing.
- F.** Deposit any rubbish or refuse except in a container provided by the Township for such purposes.
- G.** Ride or drive any bicycle or vehicle except on areas specifically provided for that purpose.
- H.** Sell or offer or display for sale any goods, wares, merchandise, refreshments or anything whatsoever, except by authority granted by the Board of Commissioners or the Recreation Board.
- I.** Remove any seats, benches or playground equipment from their resting places.
- J.** Willfully deface or injure any building, seats, benches, trees, plants, shrubbery, grass, flowers or any other property pertaining to such parks or playgrounds or dig any holes or cut any sod.
- K.** Post any sign, banner, advertisement or circular.
- L.** Play any game or engage in any sport or contest except at places designated and set aside by the Township or the Recreation Board for such purposes.
- M.** Bring any dog into a public park or playground unless said dog is on leash.
- N.** It shall be unlawful to transport, possess or consume alcoholic beverages within or upon any of the playgrounds or parks of the said Township.
- O.** Smoke or use tobacco. Smoking shall include possession of a lighted cigarette, cigar, pipe or other lighted smoking equipment, and use of tobacco shall include smoking and the use of smokeless tobacco in any form.

AFFIDAVIT OF APPLICANT

I hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief and that I have read, understand, and agree to abide by the Township's ordinances and regulations governing this proposed Special Event. I also agree to comply with all other local, state, and/or federal laws that are applicable to this Event.

I further certify that I understand that allowing non-permitted or unscheduled activities to occur during my event may result in increased costs to me and/or the Organization/Sponsor due to unanticipated operational expenses.

I further certify that I, on behalf of myself and/or the Organization/Sponsor (for which I have submitted a letter indicating I am authorized to act on his/her/its behalf), agree to be financially responsible for paying any costs and fees to Spring Garden Township that are incurred by the Township or on behalf of the event subject to the provisions of Chapter 400 of the Spring Garden Township Code of Ordinances and the regulations promulgated thereunder.

If I cancel my event, I will notify the Township as early as possible so as to cut down on any cost recovery. I understand that I will be charged for Township services provided in advance of the event up through the time of notification.

SIGNATURE OF APPLICANT

DATE

(PRINT NAME: _____)

* This Application MUST be signed prior to submission or it will not be considered completed.

**XII. Indemnification statement
Please turn in with application if applicable.**

The undersigned represents, stipulates, contracts and agrees that the sponsor of the event permitted pursuant to this Application will jointly and severally indemnify and hold the Township harmless against liability, including court costs and attorney's fees, and attorney's fees on appeal, for any and all claims for damage to property, or injury to, or death of persons arising from the sponsor's activities authorized by the Special Event permit.

Applicant as authorized representative/agent
for the sponsor/organization of the
Event.

Date:

OFFICE USE ONLY

A \$_____ fee is due with application.

MAKE CHECK PAYABLE TO:
SPRING GARDEN TOWNSHIP

PERMIT APPROVAL/SIGNATURE: _____ DATE: _____

Application processed by: _____

Date form processed and approved: _____

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

***Please keep your permit with you the day of the above event.**

***ALL FEES ARE DUE PRIOR TO RENTAL, IN ORDER TO OBTAIN A COPY OF THE RENTAL FORM.**

Bathroom Key Checkout Form and Rental Cleanup Instructions

Key Checkout Policy:

_____ When a key is needed to be checked out for your rental, a deposit is required (\$60/Resident and \$80 Non-Resident). The key can be checked out the week of your event. To receive your deposit back, the key must be returned *within five (5) business days*.

_____ All Refunds and Key Check-outs are managed through the Recreation Department located at 340 Tri Hill Rd. York, PA 17403.

Clean Up Instructions:

_____ Bathroom doors must be completely locked after use. Loss or damage resulting from failure to lock doors will be charged to the renter by invoice through the Recreation Department.

_____ Pavilion is to be left in a clean and orderly condition with all trash placed in appropriate receptacles.

_____ Renters will be charged at the rate of \$15.00 per hour for cleaning services if the park personnel deem the pavilion is in need of additional services.

_____ Display or decorations materials are not to be fastened by any method that leaves marks or residue on walls, woodwork, or painted surfaces. All display or decorations must be removed completely.

_____ Although we do have trash barrels at the pavilions, we do not have weekend trash pickup. So, with the amount of use our pavilions receive over the weekends, we ask that everyone bring trash bags and take your trash with you. There are also recycling containers at each park. Please place **ONLY** recyclables in these containers.

Refund Policy: Spring Garden Township Recreation does not refund due to inclement weather. In case of rain causing you to cancel, and you call (717) 854-7282 within 48 hours, your reservation will be re-scheduled for a later date.

Failure to pay for any additional fees assessed, i.e. lost keys, cleaning services,
Will result in the inability to rent pavilion in the future.

Parks located in Spring Garden Township

Please contact the Recreation Office for reservations at 717-854-7282. We are open Monday-Friday 8 a.m.- 4:30 p.m. and 7:30-3:30 p.m. in the summer and are located in the Spring Garden Municipal Building located at 340 Tri Hill Rd., York, PA 17403.

Custis Park

Windsor Street, York, PA 17403

Custis Park is right down the street from Windsor Park. Custis has a baseball field and a portable bathroom.



Elmwood Park

1759 3rd Avenue, York, PA 17403

Elmwood is a beautiful park. It includes a pavilion, playground, basketball court, baseball field, bathrooms with running water and electricity.



Grantley Park

855 Grantley Rd., York, PA 17403

Grantley park is located by the York College of PA. It offers a basketball court, playground, pavilion, bathrooms with running water, electricity, and open grass area.



Tri Hill Park

340 Tri Hill Rd, York, PA 17403

Tri Hill park is located at the Municipal Building and Police Station. The park features a baseball field, basketball court, pavilion, playground, electricity and portable restrooms.

