



Park Facilities Application

West Hanover Township Park and Recreation

USER INFORMATION:

Name/Type of Event: _____

Contact Person: _____

Mailing Address: _____ City _____

State _____ Zip _____ E-mail address: _____

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

Contact Signature: _____ Date: _____

Date(s) Requested: _____

Arrival/Departure Time of Event: _____/_____

Estimated Attendance (Participants + Spectators): _____

Requested Location within the Park: _____

Are you a resident of West Hanover Township? _____ Yes _____ No

The Lessee is responsible to pick-up the keys on Friday, the week of the rental date, between the hours of 8:00am to 4:00pm.

One check is required for both the Security deposit and the rental fee. The security deposit will be refunded after inspection and the Board of Supervisor's approval of the check, which will be approximately 7-10 days after rental. We also accept cash.

Make Check or Money Order payable to: "West Hanover Township".

Any check returned for insufficient funds or on which payment has been stopped will result in automatic cancellation of the Park Facilities Application. Please mail fees, completed Park Facilities Application, & Waiver:

West Hanover Parks & Recreation - 628 Walnut Avenue Harrisburg, PA. 17112.

Telephone (717) 724-0083, Monday- Friday (8am-4pm) Issues pertaining to rental only

Telephone (717) 557-8582, (after 4pm) Pertaining to rental Emergencies only

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

I hereby apply to the Township of West Hanover to rent and use the facility, or facilities as mention in the attached application, for a private and/or public function during the time frame of _____ (date), _____ (time).(attach complete list)

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 weekly mowing as per in the mowing contract. The organization renting the fields is solely responsible for field maintenance.

I agree to abide by all rules and regulations in regards to the 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 of damage to the property of the Township of West Hanover as it relates to my event and my use and/or misuse; and hold the Township of West Hanover, 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 the Township of West Hanover, 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 State 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

Park & Recreation Staff Signature

PARK / PAVILION RENTAL RATES

LENKER PARK

A \$25 deposit (refundable) is required for all pavilion, courts and field rentals, except for tournament play. Deposit may be refunded after inspection of facilities.

Pavilion - Residents \$25 (5 hrs.) over 5 hrs. additional \$10 per hr.
Non-residents \$40 (5 hrs.) over 5 hrs. additional \$15 per hr. \$ _____

___ **Tennis Courts (3 hour time block)**

Hours: _____ to _____ (\$25.00 per court/per 3 hour blocks) \$ _____

___ **Basketball Courts (3 hour time block)**

Hours: _____ to _____ (\$25.00 per court/per 3 hour blocks) \$ _____

___ **Multi-purpose Court/Rollerblade Hockey (3 hour time block)**

Hours: _____ to _____ (\$25.00 per 3 hour blocks) \$ _____

Total Fees- \$ _____

FAIRVILLE PARK

(A \$25 deposit (refundable) is required for all pavilion, courts and field rentals, except for tournament play. Deposit may be refunded after inspection of facilities).

___ **Pavilion- Residents \$25 (4 hrs.) over 4 hrs. additional \$10 per hr.**
Non-residents \$50 (4 hrs.) over 4 hrs. additional \$15 per hr. \$ _____

Total Rental Fees \$ _____

SKYLINE COMMONS PARK

(A \$25 deposit (refundable) is required for all pavilion, courts and field rentals, except for tournament play. Deposit may be refunded after inspection of facilities).

Top Pavilion- Residents \$40 (4 hrs.) over 4 hrs. additional \$10 per hr.
Non-residents \$60 (4 hrs.) over 4 hrs. additional \$15 per hr. \$ _____

Lower Pavilion-Residents \$30 (4 hrs.) over 4 hrs. additional \$10 per hr.
Non-residents \$50 (4 hrs.) over 4 hrs. additional \$15 per hr. \$ _____

___ **Volleyball Courts**

Hours: _____ to _____ (\$25.00 per 3 hour blocks) \$ _____

___ **Basketball Court**

Hours: _____ to _____ (\$25.00 per 3 hour blocks) \$ _____

___ **Soccer Field/Multi-Purpose**

Hours: _____ to _____ (\$25.00 per 3 hour block) \$ _____

Total Fees- \$ _____

HOUCK MEMORIAL (FIELDS)

(A \$25 deposit (refundable) is required for all pavilion, courts and field rentals, except for tournament play. Deposit may be refunded after inspection of facilities).

___ **Teener Field** _____ to _____ (\$25.00 per 3 hour block) \$ _____
___ **Babe Ruth Field** _____ to _____ (\$25.00 per 3 hour block) \$ _____
___ **Midget Field A/B** _____ to _____ (\$25.00 per 3 hour block) \$ _____
___ **Midget Field C** _____ to _____ (\$25.00 per 3 hour block) \$ _____

Tournament Fees – (\$100 deposit, plus \$100.00 per day fee) \$ _____

Total fees- \$ _____

HOUCK MANOR PARK

(A \$25 deposit (refundable) is required for all pavilion, courts and field rentals, except for tournament play. Deposit may be refunded after inspection of facilities).

___ **Teener Field Fee** _____ to _____ (\$25.00 per 3 hour block) \$ _____
___ **Pony Field Fee** _____ to _____ (\$25.00 per 3 hour block) \$ _____
___ **Tee Ball Field** _____ to _____ (\$25.00 per 3 hour block) \$ _____

Tournaments Fees- (\$100 deposit, plus \$100.00 per day fee) \$ _____

Total fees- \$ _____

REFUND POLICY:

If you cancel your application 30 days prior to the date of your event, you will receive a full refund. If you cancel your application less than 30 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.

INSURANCE REQUIREMENTS:

1. Applicants must agree to and sign attached Waiver of Liability.
2. Applicants must provide proof of Residence in West Hanover Township.
3. Organization/League Play Applicants must provide Liability coverage of \$1,000,000 per occurrence.

<p>Date paid: Check #: Amount of fee: Amount of Security Deposit: Staff Signature: Date check deposited: Date refund requested: Date refund check mailed:</p>

REQUIREMENTS FOR DEPOSIT REFUND

1. Check for paper and trash around pavilion area, place all garbage in trash bags and place in dumpster. (Fairville Park does not have a dumpster, leave trash in cans)
2. Make sure the Park is left the way you found it. Do not move picnic tables.
3. Remove charcoal from grills and place in concrete pit.
4. Make sure tables are wiped off.
5. Make sure all food is removed from concrete pad under pavilion
6. Please report all damages to Park and Recreation Director.

RULES AND REGULATIONS

1. Park hours: Dawn to Dusk (Exception: Lenker Park closes at 10 due to lights)
2. Alcoholic beverages and illegal drugs are prohibited.
3. Gambling is prohibited
4. All pets must be on a leash. Owners must clean up all animal waste deposited by their pets.
5. Place all refuse in containers provided
6. Any defacement, removal or damage of any park property is prohibited
7. All Paintball activities are prohibited.
8. Hunting, trapping or pursuing wildlife in parks is prohibited.
9. Profane language is prohibited.
10. All vending is prohibited without permission from Parks and Rec Director.
11. ATVs, mini bikes, off-road vehicles, motorcycles or snowmobiles are prohibited.
12. Washing or servicing of vehicles is prohibited in parks.
13. Only charcoal is permitted in park grills. Wood may be burned in fire rings only.
14. Public meetings or groups of more than 20 persons require special permission of the Parks and Recreation Board.
15. Reserved fields and/or facilities have priority over general use.