



# Park Facilities Application

## *West Hanover Township Park and Recreation*

### GENERAL INFORMATION

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

Organization Name (if applicable): \_\_\_\_\_

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

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

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone#: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

Date Requested: \_\_\_\_\_ Event Time: \_\_\_\_\_

Arrival / Setup Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

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

Requested Location within the Park: \_\_\_\_\_

Cash or check may be sent in with application. Credit and debit cards can be taken in person at the WH Community Center Monday thru Friday, 8:00 am – 4:00 pm.  
Make checks Payable to West Hanover Township.

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

Telephone (717) 724-0083 Monday- Friday (8:00 am – 4:00 pm)

Telephone (717) 557-8582 (after 4:00 pm & Weekends) Rental Emergencies



**PARK / PAVILION RENTAL RATES**

**All park pavilions and fields are rented in four-hour blocks. \$10 per additional hour is charged for all areas. A \$25 security deposit is held and returned after rental.  
WH Township residents receive a 10% discount on all rental fees.**

**LENKER PARK**

\_\_\_ Pavilion - \$30      \_\_\_ Tennis Courts - \$30      \_\_\_ Basketball Courts - \$30

**FAIRVILLE PARK**

\_\_\_ Pavilion- \$30      \_\_\_ Tee Ball Field - \$30

**SKYLINE COMMONS PARK**

\_\_\_ Upper Pavilion w/ Restrooms - \$50    \_\_\_ Lower Pavilion - \$30    \_\_\_ Volleyball Court- \$30  
\_\_\_ Basketball Court - \$30      \_\_\_ Multi-Purpose Field - \$30

**HOUCK MEMORIAL PARK**

\_\_\_ Major Field - \$30      \_\_\_ Babe Ruth Field - \$30  
\_\_\_ Minor Field - \$30      \_\_\_ Teener Field - \$30

**HOUCK MANOR PARK**

\_\_\_ Major Field - \$30      \_\_\_ Minor Field - \$30      \_\_\_ Tee Ball Field - \$30

**THIS SECTION TO BE COMPLETED BY PARKS & RECREATION STAFF**

Date Paid: \_\_\_\_\_ Rental Fee: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Total Amount Due: \_\_\_\_\_

Payment Information:    \_\_\_ Cash      \_\_\_ Credit Card      \_\_\_ Check # \_\_\_\_\_

Payment Amount: \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **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. Organization/League Play Applicants must provide Liability coverage of \$1,000,000 per occurrence.

## **REQUIREMENTS FOR DEPOSIT REFUND**

1.  Check for paper and trash around pavilion area, place in garbage cans.
2.  Leave the park the way you found it. Do not move bleachers or 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 (Unless arrangements have been made with Director)
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.