LOWER PAXTON TOWNSHIP

PARKS AND RECREATION DEPARTMENT

5000 COMMONS DRIVE – HARRISBURG, PA 17112

PHONE: (717) 657-5635 – FAX: (717) 657-5022

WEBSITE: www.friendshipcntr.com

Friendship Center

Family · Fun · Fitness

Friendship Center
2015
Facility Rental Reservation Procedure

☆ Renter will complete and submit the enclosed Friendship Center request form. All requests shall be submitted at least 14 days prior to rental date. ***The Friendship Center will not consider rental date without the request form documentation, along with a $100.00 security deposit.***

☆ Renter will be notified within 5 working days of approval/denial. If request is approved, renter will receive a reservation agreement. *Event date and time will be tentatively reserved pending receipt of agreement form and full payment.* ***Please note:*** *Include set-up and clean up in your rental time.* If request is denied, the Friendship Center will notify you and will attempt to work out another time or day for the activity. Security deposit will be returned in full if no date becomes available.

☆ Renter will receive a reservation agreement that must be returned to the Friendship Center with rental payment on the date specified. At this point, event date and time are officially reserved and confirmed.

☆ Cancellation refunds will be issued only if notice is given <u>5 days or more prior</u> to the reservation date. **There will be a $100.00 cancellation fee for all other cancellations.**

☆ **All questions can be directed to Joc Grant at 717-657-5635**

2015 Hourly Rental Rates

***The rented areas always open to regular members**
During business hours

AREA	Member	Resident	Non Resident	MAXIMUM OCCUPANCY
Natatorium*	$437.00	$524.00	$551.00	400
Lap Pool*	$156.00	$186.00	$196.00	100
Lap Pool ---Lane*	$66.00	$79.00	$83.00	20
Leisure Pool*	$131.00	$156.00	$169.00	40
Therapy Pool*	$109.00	$131.00	$136.00	30
Whirlpool*	$91.00	$109.00	$114.00	10
Sun Deck*	$41.00	$49.00	$51.00	40
Gymnasium	$151.00	$182.00	$191.00	400
Indoor Gym (Kids Korner)	$95.00	$114.00	$119.00	40
Bounce House (not included w/ Indoor Gym)	$29.00	$36.00	$37.00	3
Basketball Court	$66.00	$79.00	$80.00	100
Volleyball Court	$51.00	$62.00	$66.00	50
Walking Track	$29.00	$36.00	$38.00	25
Aerobic Studio	$91.00	$108.00	$114.00	75
Multi-purpose Room (classroom)	$50.00	$61.00	$65.00	40
Kitchen	$30.00	$37.00	$39.00	5
Babysitting Room	$38.00	$45.00	$47.00	25
Eastern Patio	$41.00	$49.00	$51.00	60
Social Hall*	$110.00	$133.00	$139.00	40
Conference Room	$66.00	$79.00	$83.00	12
East Annex	$73.00	$88.00	$92.00	80/100

SWIMMING POOL RULES

- Please shower before entering the pool
- Children ages 8 and under must be accompanied by a supervising guarding 16 years of age or older
- All persons using the pool must wear appropriate swimming attire. No cut off jeans or cut-off sweats may be worn.
- Children in diapers must wear approved pool diapers.
- Arm swimmies are allowed in shallow water where child can touch. An adult must accompany children wearing arm swimmies in deep water.
- Pool toys and flotation devices are only permitted at lifeguard's discretion. No snorkels in the leisure pool.
- The basketball must stay in designated area and may only be shot from inside the pool, not the deck.
- Small battery operated radios and cassette players may be used with headphones only.
- No diving allowed anywhere in the natatorium.
- No running, pushing, dunking, rough housing, towel snapping
- No swearing
- No playing or hanging on or around the ladders, steps, or rails
- No glasses to be worn in the pool
- No food or drink on poolside
- Management reserves the right to refuse admission to anyone with skin abrasions, colds, coughs, inflamed eyes, athlete's foot, infectious disorders, communicable diseases, or to persons wearing bandages.
- Management reserves the right to ask patrons to leave pool area for inappropriate behavior.
- Any person needing assistance should contact a lifeguard.
- During crowded conditions, the pool may be cleared for safety checks.

SLIDE RULES

- Any individual who is able to swim is permitted to use the waterslide.
- No swimmies / wings permitted.
- Only **ONE PERSON AT A TIME.** (No sliding in pairs or in "trains")
- Wait until previous user has completely exited the slide.
- Slide users must be seated at all times.
- Keep your arms inside the slide at all times.
- Do not slide head first.
- Do not spin on slide.
- Keep your legs straight and feet up when exiting the slide.
- Exit the slide pool area by using the ladder provided.
- **No "catching" others exiting the slide**
- Pregnant women and persons with heart conditions or back trouble are advised not to use the slide.
- Ride at your own risk.

FROG RULES

- Only those 12 years of age or younger may use the frog.
- Only one person at a time may be on the frog and must go down the back of the frog in a seated position.

Reservation Request Form

(Please print clearly and complete all information.)

Today's Date: _____ Rental Code #_____ (office use)

Day / Date Requested: _____ Time: _____

Alternate Dates: _____

General Information

Main Contact Name: _____ (must be present at event/submit payment)

Member: Yes or No Resident of Lower Paxton Township: Yes or No

Phone: (home) _____ (work) _____ (cell) _____

Address: _____

Type of Function: _____

Organization Name (if applicable): _____

Attendance: (approximate)

Number Expected _____ Number of Adult Supervisors _____ Age Range _____

Room/Area Requests per Hour: (Please refer to per hour rental rates if not renting a party package.)

_____

_____

_____

Packages: Only Available during designated months

- ❑ **Splash n' Dash- 1** hr in each of these areas: pool, basketball court, party room.
- ❑ **Stay n' Play- 1** hr in each of these areas: pool, gym#2, party room.
- ❑ **Kids Swim/Indoor Gym- 1** hr in each of these areas: pool, kid's korner, party room.
- ❑ **Deck Side Fun-** 2 hr in pool and Party Zone (Pool deck).

Equipment Requested: (please check—additional charges may apply)

❑ Tables (how many _____) ❑ VCR ❑ Lectern

❑ Chairs (how many _____) ❑ Overhead ❑ Screen

❑ Floor Covering (Floor covering available for non-athletic functions located on gym floor.)

❑ Other (please specify) _____

Personnel / Equipment Requests: (Set up and break down charges may apply)

- ❑ Building Monitor/Attendant: $11.00 per person per hour (for rentals before/after facility hours)
- ❑ Lifeguard: $11.00 per guard per hour (for rentals before/after facility hours)
- ❑ After Hours Manager: $35.00 per hour (for rentals before/after facility hours)
- ❑ Bounce House: $28 (M)/$35 (R)/$36 (NR) per hour
- ❑ Biddy Ball Basketball Hoop: $25.00 per hour

2015 Party Packages

(Packages may not be altered and are time specific)

Splash n' Dash (April 1- October 31st): One hour each in pool, basketball court and party room. No instruction. You coordinate activity schedule and times.

Member: $229 **Resident: $274** **Non-Resident: $295**

Stay n' Play (April 1- October 31st): One hour each in pool, game court and party room. No instruction. You coordinate activity schedule and times. Game court choices: kickball, soccer, football or volleyball (equipment included)

Member: $216 **Resident: $260** **Non-Resident: $280**

Kids Swim & Indoor Gym (April 1- October 31st): One hour each in pool, indoor playground and party room. No instruction. You coordinate activity schedule and times.

Member: $257 **Resident: $308** **Non-Resident: $331**

Deck Side Fun: Two hours in pool and Party Zone (pool deck/sun deck) simultaneously. Enjoy a swim party in the Leisure Pool and utilize our "Party Zone" to eat and socialize with family and friends. **(30 person Limit)**

Member: $324 **Resident: $350** **Non-Resident: $375**

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Food/Alcohol

Food service is not provided. Kitchen facilities are available for a rental fee. Users may bring their own food or contract independently with a Friendship Community Center approved caterer. Alcohol is not permitted.

The applicant acknowledges that he/she has read the Friendship Community Center Rental Policies and shall comply with its terms and conditions in the rental of space as requested in this application, if approved by the Township.

Signature _____ **Date** _____

Printed Name _____

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Friendship Center Office Use Only

❑ **Approved by** _____	❑ **Deposit:**	❑ **Deposit returned**
	❑ **Check**	❑ **Deposit held:**
❑ **Denied (reason)** _____ _____	❑ **Cash**	**Reason:** _____ _____ _____ _____
	MC/Visa:# _____	
	Exp. ____/____	
	V# _____	
❑ **Approved after appropriate change**	❑ **Agreement Sent on:**	❑ **Payment received on:**
❑ **Rental Cost:**	❑ **Payment due:**	**Comments:**