

## **Lower Paxton Township** **Park Event Reservation Policy**

### **Park Event**

A park event is an organized activity such as a tournament, festival, community event, or other gathering hosted on parkland for public or private entertainment that requires the general or exclusive use of one or more park facilities. These events may:

- Require a significant amount of exclusive use/restricting public use
- Invite/Attract 50 or more people
- Invite general public
- Provide some form of entertainment
- Offer items for sale, such as food, beverages, or merchandise
- Advertise activities to the public
- Use amplified sound
- Use tents/canopies or production elements like stages or platforms
- Use a park as a start/stop site for runs and walks
- Use bounce house inflatables and other amusement attractions

### **How to submit an Application for a Park Event Permit**

Before submitting your Park Event Application, we encourage you to visit the proposed site to ensure it can accommodate your event requirements for parking, attendance, and available resources or amenities.

We recommend contacting the Lower Paxton Township Parks and Recreation Department (LPT) to check availability and discuss your event's requirements. Staff can provide an overview of the Township's logistical planning requirements to help ensure your event is safe, high-quality, well-organized, and enjoyable for attendees. Call 717-657-5600 or email [parks@lowerpaxton-pa.gov](mailto:parks@lowerpaxton-pa.gov).

It's essential to carefully review and complete the Park Event Application, as it outlines any additional required documents. Submitting all the necessary documentation will significantly expedite your request. To avoid conflicts with youth sports activities, we strongly recommend you submit your Park Event Application between October 1 to November 15 for the upcoming year. After November 15, priority will be given to league play and games or practices requested by sports organizations, and we may not be able to accommodate your request.

Application fee will double for applications received after January 1 for summer events (April – July), and after April 1 for fall events (August-November). LPT may consider a late Application only if there is sufficient time to thoroughly process it. LPT reserves the right to reject incomplete Park Event Applications or Applications received less than 90 days before the requested event date.

Parks are closed for the season from mid-November through the end of March. Requests for events taking place during this time may be considered, but will require extra planning and accommodations.

Applying does not provide permission to conduct or promote your proposed park event.

When your Park Event Application is submitted, an application fee is due. This fee covers the costs of reviewing applications and administering the park event permit process.

#### **After Submission of your Park Event Application (Pending Status)**

Once we receive your completed application and application fee, staff will contact you with details on how to submit your maps and event layout/description. Staff will then review the submissions to determine if we can accommodate your preliminary request. (If LPT is not able to accommodate your request, the application fee will be refunded and the event will not be permitted.)

If the Parks & Recreation Department determines the request has been submitted in full and the park amenities are able to support your proposed event, a meeting will be scheduled with Township Staff and the Event Organizer to discuss the proposal in detail. At that meeting supplemental information may be requested and the anticipated facility fees will be assessed.

Upon preliminary park event approval:

- The anticipated facility fees and requested supplemental information will be due within 30 days of the meeting with staff.
- Unpaid anticipated facility fees will result in the immediate cancelation of your park event.
- LPT will retain the application fee to cover the administrative cost of the process.

## Finalizing Park Event Permit

- All remaining park event permit fees and finalized documents must be submitted 60 days before the event. Failure to complete the process may result in denial of activities or cancellation of the event.
- Sales may occur at your park event with approved vendor permits. Each vendor must possess a permit to participate in the event. Details to apply for and obtain a vendor permit are listed in the Guidelines. Sales are strictly limited to those with a permit and for the items contained in the permit.
- Fees may be assessed for use of cones/barricades, extra garbage disposal (trash cans, dumpsters, disposable trash cans), rental of portable toilets, use of lighting, custodial needs, street sweeper, security/traffic control personnel, and staff time. This list provides examples, and is not intended to be complete or exhaustive. Please refer to the Annual Parks and Recreation Fee Schedule for pricing.
- Park event organizers must provide a valid certificate of liability insurance naming LPT as an additional insured, carrying a minimum of \$1,000,000 per occurrence.
- Additional activities and/or requests made after the meeting with staff may be requested in writing only, but are not guaranteed approval.
- Your park event permit will be issued 30 days before the event date.

## Standards of Issuance & Denial of Permits and other Requests

- Approvals and denials will be made by the LPT Parks and Recreation Director, or his/her designee. Certain park events may require approval from the Parks and Recreation Board and/or Board of Supervisors, both of which meet monthly. Please account for this in your planning timeline.
- Requests made less than 90 days prior to an event will not be considered.
- **Failure to comply with due dates will result in cancellation of the event.**

## Event Cancellations

- Cancellations made, whether by the event organizer or LPT, more than 60 days before the event date will receive a 100% refund of fees\*. Cancellations made 30-60 days before the event date will receive a 50% refund of fees\*. Cancellations made less than 30 days before the event date will forfeit the all fees.  
*\*Refundable fees exclude the application fee.*
- Be advised that fees for additional services may or may not be refundable.
- Cancellation/refund requests due to extenuating circumstances (injury, death, facility condition, etc.) will be handled on a case-by-case basis and require Parks and Recreation Board review.
- Requests to cancel due to extenuating circumstances, must be made in writing to the Parks and Recreation Board at [parks@lowerpaxton-pa.gov](mailto:parks@lowerpaxton-pa.gov).
- Additional details can be found in the Park Event Guidelines.