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## PARK PAVILION RESERVATION INFORMATION

The following information outlines the expectations of anyone or any group that plans to reserve a park pavilion. Application and payments are made online, and compliance with all rules is mandatory.

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### SECURITY DEPOSIT

I acknowledge that a security deposit is required with any request, and full payment is due upon approval. If unpaid, the request will be canceled and refunded. Violation of any rules, regulations, conditions of use, or other infractions will result in forfeiture of the deposit, restricted use in the future, and other penalties as warranted.

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### PARK PAVILIONS CONDITIONS OF USE

I acknowledge that I have read and agree to comply with the Pavilion Conditions of Use listed below. I further agree to assume responsibility for my guests' observance of these regulations. I agree to assume all responsibility for any damage incurred to park property during my reservation.

1. Facilities must be left clean and trash disposed of properly.
2. Cancellations will be refunded as follows: 30 days prior to reservation date will receive a full refund including deposit; 29-15 days prior to reservation date will receive 50% refund of the reservation fee and full refund of deposit, 14 days or less prior to reservation date will receive no refund.
3. In case of inclement weather, you may reschedule your event within the same calendar year by contacting the Parks and Recreation Department. Refunds are not issued due to weather.
4. Due to the nature of a pavilion being an outdoor facility with public access, the Parks and Recreation Department does not guarantee the condition of the facility.
5. No concessions or sales of any kind may take place in conjunction with the reservation of any park pavilion.
6. Park facilities shall not be used for the financial gain of any individual(s) or a private commercial enterprise.
7. Pavilion reservations are intended for private parties, not public events.
8. Large events or events open to the public may require additional permits, fees and agreements. Such events may not take place in a park pavilion without proper approval. (See *Special Event Policy*.)
9. Reservation requests are accepted starting the day after Presidents' Day each year for the upcoming season. Reservations are dependent upon the availability of the facilities and are approved on a first come, first served basis.
10. The Lower Paxton Board of Supervisors, the Parks and Recreation Department and other Township departments have prior right to schedule and use all facilities.
11. A pavilion permit guarantees the use of that facility only, it does not guarantee the use of the adjacent park facilities, ballfields, courts, playgrounds, or equipment.
12. Parties with department issued permits have priority on facility usage and should have said permit on-hand and readily available during the function.
13. Pavilion reservations may not be assigned, sublet, or transferred to any other individual, group, or organization.

## **PAVILION RESERVATIONS PROHIBITED & ACCEPTABLE ITEMS**

I acknowledge that I have read and agree to comply with the list of prohibited and acceptable items listed below. I further agree to assume responsibility for my guests' observance of these regulations.

### **Prohibited items**

1. Food or Merchandise for Sale
2. Fundraising
3. Food Trucks
4. Game Trucks
5. Gas Grills, Charcoal Grills
6. Fires, Burning
7. Bounce Houses/ Inflatable/ Portable Play Equipment
8. Animals/Petting Zoos (Exhibition/Training)
9. Pop up Tents/Canopies
10. Balloons and Confetti

### **Acceptable Items**

1. Decorations, such as banners or tablecloths. Do not use nails or staples to secure items. Be sure to remove and properly dispose of all your items for the safety of wildlife and other visitors.
2. Food warmers such as crock pots and hot plates. Some pavilions do not have electricity-be sure yours does if you will require something to be plugged in.
3. Stereo or any sort of speaker system. \*The sound level must be kept to a minimum level. Park neighbors thank you in advance! Creating a noise nuisance will result in forfeiture of your security deposit, and denial of use in the future.
4. Charcoal to use in the permanent grills.
5. Yard games such as corn hole or ladder-ball are permitted if there is space near the pavilion available. Space is not guaranteed.

YOU MAY REQUEST SPECIAL PERMISSION TO BRING PROHIBITED ITEMS, BUT APPROVAL IS NOT GUARANTEED AND MAY REQUIRE INSURANCE, OTHER DOCUMENTATION, OR STIPULATIONS. IF YOU WISH TO BRING SOMETHING NOT ON THE APPROVED ITEMS LIST, PLEASE CONTACT THE OFFICE FOR INSTRUCTIONS ON HOW TO OBTAIN PERMISSION.

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### **GENERAL PARK RULES & REGULATIONS**

I acknowledge that I have read and agree to comply with the Park Rules and Regulations listed below. I further agree to assume responsibility for my guests' observance of these regulations. I agree to assume all responsibility for any damages incurred to park property during my reservation.

1. Park hours: Dawn to dusk (lighted fields/courts until 10pm)
2. Motorized vehicles - speed limit is 15 mph. Parking is permitted in designated areas only. Washing and repairing of vehicles is prohibited. Only licensed vehicles with licensed operators are permitted.
3. Alcoholic beverages are prohibited. No person shall be under the influence of intoxicating drugs or alcohol.
4. All pets must be on a leash no more than six (6) feet long. Owners must clean up all animal waste deposited by their pets.
5. Gambling is prohibited.
6. Only charcoal is permitted in park grills. Gas grills are not permitted.
7. Place all refuse/trash/garbage in containers provided.
8. Any defacement, removal, or damage of any park property is prohibited and will be prosecuted to the fullest extent of the law.
9. Gathering or removing any wood, turf, soil or any other materials at any park is prohibited, unless specifically permitted in writing by the Director of Parks and Recreation.
10. Profane language is prohibited.
11. No concessions, other than those operated within municipality-owned concession stands, shall operate on Township property, including all parks.
12. All permits are considered on a first come, first served basis.
13. Liability insurance for certain events or activities may be required.
14. No person may hunt, trap or pursue wildlife in any park at any time.
15. Smoking is prohibited.
16. Business activity or any activity for profit is prohibited. Signs, banners, and other business recognition are also prohibited. Park events, naming rights, sponsorship, and advertising are governed by Lower Paxton Township Ordinances.

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