



PARK PAVILION RESERVATION FORM
LOWER PAXTON TOWNSHIP
DEPT OF PARKS AND RECREATION
5000 COMMONS DR, HARRISBURG, PA 17112
717-657-5635 ext. 2103 or email dklawitter@lowerpaxton-pa.gov

2020

Note: Reservation is not finalized until all payments and paperwork are approved and a permit is issued.

<input type="checkbox"/> Brightbill <input type="checkbox"/> George <input type="checkbox"/> Kohl <input type="checkbox"/> Koons Large <input type="checkbox"/> Koons Small <input type="checkbox"/> Koons Yard Sport	<input type="checkbox"/> Centennial Acres <input type="checkbox"/> Hodges Heights <input type="checkbox"/> Lingle <input type="checkbox"/> Lamplight <input type="checkbox"/> Kings Crossing <input type="checkbox"/> Stray Winds	Are you bringing anything additional? <input type="checkbox"/> Stereo <input type="checkbox"/> Charcoal Grill <input type="checkbox"/> Gas Grill * <input type="checkbox"/> Bounce House/other play equipment * <input type="checkbox"/> Other- (animals, etc.)* _____ * REQUIRES LIABILITY INSURANCE & APPROVAL
--	--	--

Day & Date Requested: _____

Start Time: _____ End Time: _____ (Parks and pavilions close at dusk)

Estimated # Attending: _____ Event type: _____

Contact Name: _____ Contact is Lower Paxton Twp. Resident: (Y / N)
(Must be age 18+ and be present at event.) (Proof of Residency may be required)

Street: _____ City: _____ Zip: _____

Email: _____

Telephone: (H) _____ (W) _____ (C) _____

Organization: (if applicable) _____

Fee Schedule: \$25 (Refundable) Security Deposit required with all rentals!

(Visa/MC/Discover/Cash/Check) (circle one)

Availability must be confirmed by calling 717-657-5635 ext.2103/Email: dklawitter@lowerpaxton-pa.gov

Park	LPT Resident	Non-Resident	Reservation
George Park	\$100.00	\$150.00	Weekends/Holidays
George Park	\$90.00	\$135.00	Weekdays
All others	\$80.00	\$120.00	Weekends/ Holidays
All others	\$70.00	\$105.00	Weekdays

Return reservation payment plus \$25 deposit and certificate of insurance, if applicable, to Lower Paxton Township Parks and Recreation, along with this completed form to receive a permit confirming the reservation. All requests must be received at least two weeks prior to the reservation date.

***All payments are due at time of request.**

I have read the guidelines regarding use of Township facilities and agree to assume responsibility for observance of these regulations. I agree to assume all responsibility for any damages incurred to park property. I understand that the facilities must be left clean and trash disposed of properly in order for the security deposit to be refunded.

NOTE: Do not sign this application until you have read and acknowledged all guidelines / policies on both pages.

Applicant's Signature _____ Date _____

PARK PAVILION RESERVATION REQUEST (Continued)

CONDITIONS OF USE

1. Any additional equipment (such as entertainment systems, animals, carnival and water activities, etc.) to be brought onto park property during your function must be pre-approved in writing by the Parks and Recreation Department and noted on permit. A signed certificate of general liability insurance listing Lower Paxton Township as additional insured and carrying a minimum of \$1,000,000 per occurrence may be required for reservation approval.
2. Applicant may not assign, sublet or transfer its rights or privileges to any other individual, group, or organizations.
3. Refundable cancellations are those requested more than two weeks in advance of the reserved time. A rain date can be scheduled in advance along with appropriate fee.
4. In case of inclement weather, you may reschedule your event within the same calendar year by calling the Parks and Recreation office.
5. Special events for the purpose of fundraising (such as tournaments, 5K races, etc.) must be covered by a separate application and permit.
6. A pavilion permit guarantees the use of that facility only, does not guarantee the use of the adjacent park facilities, ballfields, courts, playgrounds or equipment.
7. No concessions, other than those operated within Township owned concession stands, shall operate on Township park property without the written approval of the Director of Parks and Recreation.
8. Park facilities shall not be used for the financial gain of any individual(s) or a private commercial enterprise.
9. Parties with department issued permits have priority on facility usage and should have said permit on site and readily available during your function.
10. 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.
11. All applications for facilities are dependent upon the availability of the facilities. All permits are considered on a first come, first served basis. The Lower Paxton Board of Supervisors, the Parks and Recreation Department and other Township departments have prior right to schedule and use all facilities.

HIGHLIGHTS OF PARK RULES & REGULATIONS

1. Park Hours: Dawn to dusk (lighted fields / courts until 10 pm)
2. Alcoholic beverages are prohibited. No person shall be under the influence of intoxicating drugs or alcohol.
3. Motorized vehicles – speed limit is 15 mph. Parking is permitted in designated areas only.
4. All pets must be on a leash no more than six feet long. Owners must clean up **all** animal waste deposited by their pets.
5. Only charcoal is permitted in park grills. **GAS GRILLS ARE NOT PERMITTED WITHOUT WRITTEN PROOF OF LIABILITY INSURANCE SUBMITTED TO THE PARKS AND RECREATION DEPARTMENT.**
6. Place all refuse / trash / recycles in containers provided.
7. No concessions, other than those operated within Township owned concession stands may operate in Township parks.
8. Profane language is prohibited.
9. Gambling is prohibited.
10. Any defacement, removal or damage of any park property will fully be prosecuted to the extent of the law.

***** **For Office Use Only** *****

Date of Application: _____

Fee: \$_____ Rec'd on: _____ By: _____ Cash \$_____ Check # _____ V / MC/ DIS _____
(last 4 digits)

Liability Ins. Rec'd on: _____ Reason: _____

Lower Paxton Township Pavilion Amenities

	Brightbill Park	Centennial Acres	George Park	Hodges Heights	Kings Crossing
Pavilion	1	1	1	1	1
Approximate seating	64	48	160	48	64
Permanent Restrooms	Y	N	Y	N	N
Porta Johns	N	Y	N	Y	Y
Electricity	Y	Y	Y	Y	N
Charcoal Grills	2	2	2	2	4
Off Street Parking Spaces	200	16	280	40	26
On Street Parking Only	N	N	N	N	N
Playground	Y	Y	Y	Y	Y
Toddler Swings	Y	Y	Y	Y	Y
Basketball Courts	3	1	N	1	N
Tennis Courts	4	2	N	1	N
All Purpose Fields	1	1	1	1	1
Softball Fields	1	N	N	N	N
Baseball Fields	3	N	N	N	Y
Soccer Fields	N	N	Y	N	N
Volleyball Courts	N	N	N	N	N
Bocce Courts	N	N	N	N	N
Handball Courts	N	N	N	N	N
Nature Trail	Y	N	Y	N	N

Lower Paxton Township Park Amenities (cont.)

	Kohl Park	Koons Park	Lamplight Park	Lingle Park	Stray Winds
Pavilion	1	3	1	1	1
Approximate seating	80	Lg 120 Sm 80 YS 64	64	110	64
Permanent Restrooms	Y	Y	N	N	N
Porta Johns	N	N	Y	Y	Y
Electricity	Y	Y	Y	Y	Y
Charcoal Grills	3	Lg 4 Sm 4 YS 4	3	4	2
Off Street Parking Spaces	112	260	N	175	25
On Street Parking Spaces Only	N	N	Y	N	N
Playground	Y	Y	Y	Y	Y
Toddler Swings	Y	Y	Y	Y	N
Basketball Courts	1	3	1	N	N
Tennis Courts	2	4	N	N	N
All Purpose Fields	N	1	1	1	1
Softball Fields	2	3	N	2	N
Baseball Fields	N	3	N	N	N
Soccer Fields	N	N	N	N	N
Volleyball Courts	2	2	N	N	N
Bocce Courts	N	2	N	N	N
Handball Courts	2	N	N	N	N
Nature Trail	Y	N	N	Y	Y

Park Facilities – Notes

ALL PARKS CLOSE AT DUSK. LIGHTED BALL FIELDS CLOSE AT 10PM

Brightbill- Located behind Colonial Commons Plaza off Carolyn St (126 Carolyn St)

- Pavilion seats approximately 64
- Electricity available for rentals
- Playground available
- Basketball & tennis courts, baseball fields available for use, if not otherwise reserved
- Off street parking for 200 cars
- Bathrooms open during summer – daylight hours

Centennial Acres- Located along Continental Dr and Colonial Rd (4291 Continental Dr)

- Pavilion seats approximately 48
- Electricity available for rentals
- Playground available
- Basketball & tennis courts, multipurpose field available for use, if not otherwise reserved
- Off street parking for 16 cars
- Porta Johns available during summer

George Park- Located off Nyes Rd (300 N. Nyes Rd)

- Pavilion seats approximately 160
- Electricity available for rentals
- Possibility Place Playground, Designed for Persons of All Abilities
- Baseball and multipurpose fields and in-line hockey rink available for use, if not otherwise reserved
- Parking available for 280 cars
- Bathrooms open during summer – daylight hours
- Paved walking trail (wetlands)

Kings Crossing- Located on Churchill Rd (1625 Buckingham Rd)

- Pavilion seats approximately 64
- Playground available
- Multipurpose field available for use, if not otherwise reserved
- Off street parking for 26 cars
- Porta Johns available during summer

Kohl- Located off Union Deposit Rd, on Dowhower Rd (1050 Dowhower Rd)

- Pavilion seats approximately 80
- Electricity available for rentals
- Playground available
- 2 Tennis & 1 basketball court, 2 softball fields available for use, if not otherwise reserved
- Off street parking for 112 cars
- Bathrooms open during summer – daylight hours

Koons Memorial- Located off N Mountain Rd and Larue St (6030 Larue St)

- Large Pavilion (#1) seats approximately 120
- Small Pavilion (#2) seats approximately 80
- Yard Sport (#3) Pavilion seats approximately 64
- Electricity available for rentals

- Playground available
- Basketball, tennis, bocce & volleyball courts, baseball & softball fields available for use, if not otherwise reserved
- Off street parking for 260 cars
- Bathrooms open during summer – daylight hours
- **NOTE: Entrance to the pool for any reason is NOT included in your park pavilion rental.**

Lamplight - Located on Mayfair Drive (6082 Mayfair Dr)

- Pavilion seats approximately 64
- Electricity available for rentals
- Playground available
- Basketball court and multipurpose field available for use, if not otherwise reserved
- Porta Johns available during summer
- **Limited on street parking; PLEASE PARK ALONG PARK PROPERTY and not in front of neighbors' yards or driveways. Thank you.**

Lingle- Located off Union Deposit Rd, at end of Pleasant Rd (1130 Pleasant Rd)

- Pavilion seats approximately 110
- Electricity available for rentals
- Playground available
- 2 softball fields, 1 all-purpose field available for use, if not otherwise reserved
- 2 sand volleyball courts available for use, if not otherwise reserved
- Off street parking for 175 cars
- Porta Johns available during summer

Stray Winds- Located on McIntosh Rd (4001 McIntosh Rd)

- Eight picnic tables and two grills
- Electricity available for rentals
- Playground available
- Multi-purpose field available for use, if not otherwise reserved
- Parking Limited to 25 spaces
- Porta John available during summer