

West Pennsboro Township
2150 Newville Road
Carlisle, PA 17015

Facilities Rental Fees and Charges
As of January 2023

The following is a fee schedule for reservations of facilities. The units of time will be charged as whole units and not pro-rated for fractions of time unless otherwise noted.

One Day = 1-8 hours of utilization. Use exceeding 8 hours may incur additional fees.

NOTES:

1. Rental of a pavilion or other facility does not include the automatic right to exclusively use any other facility amenities or areas. Should such facilities be available, they may be used in common with the general public.
2. Rentals are done on a ‘first come, first served’ basis. Permit applications will be accepted no earlier than one year prior to the rental date.

Full payment is required upon submission of application. **Fees depend upon the amount of the park that will be unavailable to the general public.

Facility	Group #1 & #2	Group #3
Pavilion	\$75/day	** \$85/day per pavilion
Softball/Baseball Fields Multi-Purpose Fields	\$10/2hr, \$5 per hour after up to a max of \$25/day per field	** \$100/day per field
Tennis Court Basketball Court Volleyball Court	\$10/day per court	** \$50/day per court

Group Definitions:

GROUP #1 – All activities organized and/or operated by Township personnel, including Township sponsored sports leagues operated on a not-for-profit basis, church, civic, service and scout groups, and all Big Spring School District activities.

GROUP #2 – Non-Township individuals, not for profit organizations, sports leagues, church, civic, service, and scout groups. *Note: In approving applications, priority will be given to Group #1 applicants.*

GROUP #3 – Any organization (Township or non-Township) sponsoring any event (ie, tournament, thons, etc.) where the purpose of the event is to raise funds.

PROCEDURES - All individuals or groups desiring to reserve and use township recreational facilities are required to comply with the following regulations:

1. A completed “Application for Permit” and/or “Contract” must be submitted to the Township along with the appropriate rental fee to confirm the reservation(s).
2. Cancellations should be made in writing to the Township as soon as possible.
 - a. Cancellations occurring 30 days or more before the rental date - rental fees and deposits will be returned minus a 25% administrative fee.
 - b. Cancellations occurring less than 30 days before the rental date will be subject to a 50% administrative fee or one full day rental, whichever is less.
 - c. Fees will not be reimbursed if cancelled on the day of reservation due to inclement weather.

APPLICANT RESPONSIBILITIES:

1. The Applicant listed on the “Application for Permit” is responsible for maintaining the condition of the facility/area and all equipment and supplies contained therein. Any damage to Township property will be the Applicant’s responsibility.
2. The **contact person** and **all coaches** must comply with and enforce all West Pennsboro Township established ordinances, regulations and policies.
3. The fields/courts must be cleaned from litter, especially water, sport juice bottles and plastic straw wrappers. The parking lot and immediate facility area are considered part of the facility and must be free from litter. If trash becomes a problem, West Pennsboro Township has the right to charge additional fees.
4. Please **do not allow** children to play on the Veteran Memorial wall or ride their bicycles/scooters/skateboards within the Memorial. This is a place of reflection to remember the service and sacrifice of our veterans and is not to be used as play area. We want everyone to enjoy the Memorial area and treat it with the utmost respect.
5. Parking in designated parking spots **ONLY**. It is the responsibility of the organization that holds the permit to police all spectators and members during practices/games/events.
6. Any fundraising shall be done in compliance with all State and/or Township regulations.
7. **No pets** are permitted in the West Pennsboro Township Park.
8. Applicant hereby indemnifies and holds the Township harmless from and against any and all claims and liability for personal and property damage or death asserted by or on behalf of anyone, in any manner, either directly or indirectly, arising out of Applicant’s activities or use of the subject fields and facilities.