

**WEST PENNSBORO TOWNSHIP  
PAVILION & RECREATION FACILITY  
APPLICATION FOR PERMIT GROUPS #1 & #2**

APPLICANT: \_\_\_\_\_

CONTACT PERSON (if organization): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ DATE OF RESERVATION: \_\_\_\_\_

**\*\*RESERVATIONS MAY BE MADE NO EARLIER THAN ONE YEAR IN ADVANCE\*\*  
NO ORGANIZED SPORT RENTALS ON SUNDAY  
PARK HOURS ARE FROM SUNRISE TO SUNSET**

**FOR PAVILION RENTAL ISSUES OR A PARK EMERGENCY, PLEASE CALL 243-8220 MONDAY – FRIDAY, 8AM-4PM. AFTER HOURS AND WEEKENDS, CALL 243-8220, OPTION #8 AND FOLLOW THE PROMPTS TO LEAVE A MESSAGE. A TOWNSHIP REPRESENTATIVE WILL CONTACT YOU.**

**CANCELLATION POLICY:** 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 will be returned minus a 25% administrative fee.
- b. Cancellations occurring less than 30 days before the rental date – rental fees will be returned minus a 50% administrative fee.
- c. Fees will not be reimbursed if cancelled on the day of reservation due to inclement weather.

**LIABILITY WAIVER:** 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.

**PETS, ALCOHOL AND CONTROLLED SUBSTANCES ARE PROHIBITED:** As per Ordinance 2013-02, enacted November 18, 2013, pets, alcohol and controlled substances are prohibited on park property. You are responsible to inform any and all guests within or participating in your event.

**BRING THIS APPLICATION WITH YOU THE DAY OF YOUR RESERVATION**

\_\_\_\_\_  
(Applicant’s signature)

\_\_\_\_\_  
(date)

*(Township use only)*

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Pavilion #: \_\_\_\_\_ Field #: \_\_\_\_\_ Total Paid: \_\_\_\_\_

Township Official’s Signature: \_\_\_\_\_