

**WEST PENNSBORO TOWNSHIP
PAVILION & RECREATION FACILITY
RESERVATION APPLICATION**

APPLICANT: _____

CONTACT PERSON (if organization): _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ DATE OF RESERVATION: _____

REQUESTED PAVILION # _____ (Contingent upon Availability)

****RESERVATIONS MAY BE MADE NO EARLIER THAN ONE YEAR IN ADVANCE**
SEE PAGE 2 FOR FEE SCHEDULE
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: _____

PARK & FIELD RENTAL FEES 2024

Pavilion Rental \$75.00 / day

Field / Court Rentals

FACILITY	FEES
Softball Field Baseball Field Soccer Field Football Field	Reserve 200 hours or more @ \$2.50 per hour Reserve Under 200 hours @ \$5.00 per hour
Tennis Court - 2 Basketball Court - 2 Volleyball Court - 1	\$25.00 / day