

**HAMPDEN TOWNSHIP**  
**FACILITY RESERVATION APPLICATION**

(For fields, park facilities and special events)

Today's Date \_\_\_\_\_

All groups or persons requesting use of facilities must provide the name and telephone number of a local contact person who will assume responsibility for administration of the activity and be available during the scheduled activity.

**Name/Group Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Local Contact** \_\_\_\_\_ **Phone: Day** \_\_\_\_\_ **Evening** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**FACILITIES REQUESTED:**

Name of Facility or Recreation Area \_\_\_\_\_

Specific part(s) of the Facility or Recreation Area \_\_\_\_\_

Date(s) and Time(s) Requested (Please be specific and include time required for set-up and clean-up) \_\_\_\_\_

Describe the activity in detail (Attach a letter if necessary) \_\_\_\_\_

Will an admission fee be charged ? No Yes Amount \_\_\_\_\_

Will participants be charged a registration or entry fee ? No Yes Amount \_\_\_\_\_

Number of spectators ? \_\_\_\_\_ Number of participants? \_\_\_\_\_

Will this activity generate revenue? No Yes

Does this activity include plans for concessions, vendors, rented equipment, or caterers? No Yes\*

\*(If yes, please give details below, prior approval is necessary)

Does this activity require any special services or equipment? (Fees may be charged for use of some equipment and services)

Field Lights - Yes No Electricity - Yes No Vehicle Access - Yes No

Field Maintenance - Yes No Trash removal - Yes No Water - Yes No

Ambulance service - Yes No (Please contact EMS Coordinator - 761-5343)

Other - \_\_\_\_\_

I/We have read the Resolution regarding use of Township Facilities as well as the Rules and Regulations included in this packet and agree to assume responsibility for observance of these requirements. I/We shall agree to assume all responsibility for any damages incurred beyond normal wear and tear and I/we also assume all liability for personal injury and property damages incurred during or through use of the facility and relieve and release Hampden Township and its officials of any responsibilities for such losses, injury and damages. I/We understand that damage to the facility and/or costs associated with the cleaning of the rented facility in excess of the rental fee will be charged to me/us or my account as well and I consent to and agree with such charge being made. I/We understand that the non-refundable deposit will not be returned in case of cancellation. I/We agree to be bound by the terms of the Resolution governing the use of Township facilities and all Rules and Regulations relating to the facilities.

Signature

Date

PLEASE RETURN RESERVATION REQUEST AND RESERVATION FEE, IF REQUIRED, TO:

HAMPDEN TOWNSHIP RECREATION DEPARTMENT

230 S. SPORTING HILL ROAD, MECHANICSBURG, PA 17050-3097

PAYMENT BY: MASTERCARD/VISA # \_\_\_\_\_ EXP DATE \_\_\_\_\_

SIGNATURE OF CARD HOLDER \_\_\_\_\_

TOWNSHIP USE ONLY:

Date received \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Amount due \_\_\_\_\_ Deposit received \_\_\_\_\_

Balance due \_\_\_\_\_

Insurance required? Yes    No        Received (date) \_\_\_\_\_

Concession/Caterer/Vendor?    Approved        not Approved

Name \_\_\_\_\_

Additional fees and charges \_\_\_\_\_

Other Information/Conditions:



**RESOLUTION 12-12**  
**(AMENDING AND SUPERCEDING RESOLUTION NOS. 90-06,95-39, 02-01 and 06-XX)**  
**HAMPDEN TOWNSHIP FACILITY RESERVATION POLICY**

All individuals or groups who desire to reserve township facilities are required to comply with the following guidelines.

**Application Procedure**

1. All persons or groups requesting use of Township-owned facilities must submit a completed "Facility Reservation Application" or letter of request, along with the appropriate rental fee or deposit required to confirm the reservation.
2. Cancellations should be reported to the Township as early as possible. Rental fees, less non-refundable deposits, will be returned as long as the Township receives at least a two-week advance notice of such cancellation. Rentals unable to be held due to inclement weather will receive a refund.
3. The person signing the "Facility Reservation Application" is responsible for the condition of the facility and, completing the steps outlined in the Facility Clean Up Check List.
4. All requests shall be reviewed by Township staff and upon approval a "permit" will be issued as a confirmation of the reservation. Use of the facility shall be restricted to the terms specified on the permit issued to the group. Keys and/or equipment may be picked up on the day of the reservation at the Recreation Office between 7:30 a.m. and 4:30 p.m., Monday through Friday. Weekend rentals must pick up the key before 4:30 p.m. on Friday. All keys must be returned to the office by the next business day following the rental.

**General Guidelines**

1. All posted rules and regulations of the facility shall be applicable. All persons attending any activity within township facilities must park in the appropriate parking area. No persons are permitted to park in lawn areas, in the fire lane or in the areas designated as parking for emergency services personnel.
2. All persons using township facilities are responsible for cleaning the facility before leaving. Tables and chairs should be wiped off and placed in the location in which they were found. Lights and water should be turned off, and when appropriate, doors should be locked upon vacating the facility. If necessary, floors should be swept and/or mopped. All refuse must be gathered and placed in the proper containers. Cans and bottles are to be placed in recycle containers. No trash is to be placed in recycle containers. Refuse receptacles located inside buildings must be emptied and the bags placed in the proper dumpster outside the building. Refuse receptacles located outside will be attended to by township staff.
3. Consumption of alcoholic beverages is prohibited within all township facilities, with the exception of the Recreation Building Community Room and the Good Hope Station Community Room. Persons and/or groups reserving facilities and desiring to consume alcoholic beverages shall make known their intent on the application form not less than thirty (30) days before the date of use. Each application must be accompanied by a security deposit as determined from time to time by the Board of Commissioners. All of this deposit will be retained by the Township if the Facility Checklist procedures are not followed and/or repair of damage to the property is required. Damages to the facility and/or costs associated with cleaning of the rented facility in excess of the security deposit will also be charged to your rental. In the event no application is made for the consumption of alcoholic beverages and alcoholic beverages are found in the facility, a fine of up to \$400.00 will be assessed against the person or persons whose signature appears on the application form according to township ordinance. Under no circumstance may any person or group assess a charge for the alcohol consumed at the event.
4. All groups or persons reserving township facilities agree to assume responsibility and liability for any damage to property and/or injury to persons incurred through use of the facility and relieve and release the Township of any responsibility for such losses, damage and injuries. Certain groups that are associations and/or incorporated may be required to provide a Certificate of Insurance as proof of liability coverage for the current day/days use. This certificate shall be an original certificate and list the Township as the certificate holder and additional insured.

5. In scheduling facilities, township-related or sponsored activities will be given priority over all requests for use of facilities. Hampden Township Emergency Services Personnel activities will be given priority in the Sporting Hill Station Training Room. Emergency Services Personnel must provide notice and fill out a reservation form to guarantee availability. Previously booked rentals will not be rescheduled for the purposes of accommodating a Fire Company function. At least a two weeks prior notice is required when canceling rentals.
6. All groups or persons reserving township facilities wishing to include concessions or vendors as part of their scheduled event should notify the Township for approval in advance according to ordinance. All private vendors must register with the Recreation Department and may be required to possess a Hampden Township Solicitor's Permit and provide a certificate of insurance for township files. No parking is permitted in emergency zones.
7. Sporting Hill Station Training Room - Reservation is restricted to static educational/training programs and appropriate business-like activities. Use of the kitchen area, with the exception of limited beverage service, is restricted to emergency services personnel. Groups or individuals operating or attending programs located in this building shall be restricted to the lobby, training room, and public restrooms, unless accompanied by emergency service personnel.
8. The Township reserves the right to refuse approval of an application or void a reservation of an individual, family or group for failure to comply with this Resolution. The Hampden Township manager may promulgate specific rules and regulations for Township building usages as the Manager deems necessary, the violation of which may also result in the Township refusing to approve an application or void a reservation granted.
9. This resolution amends and supersedes all previous resolutions, addressing Hampden Township facilities reservations.

### **Fees and Charges**

Fees shall be set by separate resolution, from time to time, by the Hampden Township Board of Commissioners. For the purpose of assessing fees for reservation and use of township facilities, groups shall be categorized as explained below. This does not include use of the swimming pool. Please refer to the section below which contains exceptions for use of facilities.

Group #1 - All activities organized and operated by township personnel, township-based sports leagues, civic clubs, service groups, scout groups, and school district activities. Rental fees shall be waived for groups that qualify for this category. Fees for active Volunteer Emergency Services Personnel will be waived when renting the fire stations. Groups qualifying for this category will remain responsible for security and alcohol deposits, fees for use of athletic field lights, and certain costs that may be incurred by the Township for management and/or operation of the facility.

Group #2 - Private individual use, non-township sports leagues, civic, service, and scout groups. All applicable fees shall be charged to groups or individuals that qualify for this category.

### **Exceptions**

1. Swimming Pool - All individuals and groups may be responsible for rental fees associated with reservation of the swimming pool. All supervision and management personnel will be provided by the Township at the expense of the group or individual that has reserved the facility.
2. Rental fees may be charged to those qualifying for Group #1 when one or more of the following conditions are met:
  - A. A registration or admission fee is charged.
  - B. The purpose of the use is to generate revenue.
  - C. Swimming pool or athletic field lights are used.
  - D. Alcoholic beverages are served.

## Hampden Township Recreation Department Park Rules

The following rules apply to all Public Recreation Areas owned and operated by Hampden Township.

1. Park hours are 6:00 a.m. until 10:00 p.m. daily except Friday, Saturday and Sunday when the park remains open until 11:00 p.m. After hours trespassers will be prosecuted.
2. Speed limit in parking lot is 10 MPH. WATCH OUT FOR PEDESTRIANS AND CHILDREN.
3. Alcoholic beverages are prohibited.
4. Pets are prohibited.
5. Abusive or offensive language or behavior shall not be tolerated.
6. Willful destruction of equipment or property shall result in revocation of privileges and restitution for damages.
7. Do not litter park grounds. All persons using Park Facilities are required to police the area and clean up after themselves. Refuse must be placed in proper containers.
8. Do not remove picnic tables and trash receptacles.
9. Fires are permitted only in grills or fireplaces. If grills are used, dampen ashes and place in container provided.
10. Please make sure lights and water are shut off before leaving.
11. No sitting or standing on picnic tables - no climbing on fences.
12. The use of explosives or the discharge of any type of air gun, air rifle, or slingshot is prohibited.
13. Archery equipment is prohibited.
14. Outdoor activity in recreation areas shall be restricted to the locations designed for and designated as appropriate for such purpose and use, i.e., Tennis only on the Tennis Courts, Softball and Baseball only on Ball Fields, Roller Hockey only on the Hockey Court, etc. Bicycles and skateboards are not permitted in courtyard in front of the Pool admission desk or on playing courts.

15. Organized or unorganized instruction, exhibition, competition, demonstration or special events require prior written application to and approval from the Hampden Township Recreation Department.
16. Unauthorized motorized vehicles of any type are prohibited.
17. Parking is permitted in designated areas only. Violators shall be fined.
18. Parking vehicles in areas designed for use by disabled individuals must have on display the proper authorization.
19. No motor vehicles may be driven in park, except emergency vehicles, Township personnel or those receiving prior written permission by the Recreation Department.
20. Reservations are required for large picnics. Reservation of a facility guarantees the use of that facility only, and not the use of the adjacent park facilities, ball fields, courts, or equipment. The Recreation Department requires notification in writing if additional equipment will be brought into the Park such as gas grills, stereos, catering vehicles, dunk tanks, etc.
21. Skateboarding or roller blading on or off of picnic tables, benches, planters, playground apparatus or other park equipment is prohibited.
22. Violation of this policy shall result in prosecution to the fullest extent of the Law.