

ABBOTTSTOWN RECREATION PARK
241 High Street
Abbottstown PA 17301
717-259-0965 abbottstown@comcast.net

RESERVATION REQUEST FORM

Payment by **CASH** or **CHECK** only. We **DO NOT** accept credit or debit cards.
Please make checks payable to: "Abbottstown Borough"

Applicant (Group/Organization): _____

Phone Number: _____

Address of Applicant: _____

Date of Event: _____ Estimated Attendance for Event: _____

- Pavilion: Resident \$50, Non-resident \$100; **plus \$100 Deposit**
- Ballfield (fenced): Resident \$50, Non-resident \$100; **plus \$100 Deposit**
- Bandstand and open field: Resident \$50, Non-resident \$100; **plus \$100 Deposit**
- Restrooms (key needed): Included in Deposit if needed.
- Electricity (advanced notice needed): Included in Deposit.

I understand that I am responsible for members of my party complying with the park rules and regulations below and as set forth in the Rules and Regulations for Abbottstown Recreation Park posted at park and the Guidelines and Policies on the reverse side of this form.

SIGNATURE: _____ DATE: _____

Any problems encountered while enjoying the park, please call the Abbottstown Borough Office at 717-259-0965; outside of office hours, call 717-634-8726; for emergency services, police, ambulance, or fire, call 911. This permit is valid only for the date indicated. If you should wish to cancel this reservation, you must notify the Abbottstown Borough Office in writing 30 days prior to the date of the reservation in order to obtain a refund. Possession and/or consumption of alcoholic beverages and use of tobacco products is prohibited. Controlled substances are prohibited. Persons found in the park with controlled substances will be ejected immediately, and legal action will be taken if warranted. Abbottstown Recreation Park has been developed to provide recreation opportunities for you, your family, and friends. Please keep the sound level of any electronic equipment such as speakers, PA systems, etc., at the lowest level possible for your event, so as not to disturb other people. Your assistance in keeping noise to a minimum is appreciated. Park closes at dark. This means that all people in the park must be out of the park by dark, not getting ready to pack up and leave later. We appreciate your cooperation in helping us close the park on time. Should you wish to make a tax-deductible voluntary donation to be used for the continued improvement of Abbottstown Recreation Park, please mail it to the Abbottstown Borough, 241 High Street, Abbottstown, PA 17301, and make check payable to: Abbottstown Borough. Your suggestions regarding the park are also welcome. Enjoy your visit to the park!

ABBOTTSTOWN RECREATION PARK GUIDELINES AND POLICIES

- 1) **RESERVATIONS** are on first come first served basis with all necessary paperwork required to reserve.
 - 2) **HOURS OF USE:** The park is open 9:00 a.m. till dusk year round
 - 3) **FEES:**

Residents Rent \$50	Nonresidents Rent \$100
Deposit \$100	Deposit \$100
 - 4) **RESTROOM USE:** Keys are available from the Borough Office during regular business hours the week prior to the event. Please contact the office to schedule pick up of keys.
 - 5) **CLEANING OF THE PARK:** Renter is responsible for cleanup of the park and restrooms (if included in the rental). Trash bags in trash cans must be emptied in to the dumpsters. Deposit of \$100 will be refunded after inspection of the facility by Borough Official and the return of any keys to the Borough Office. Keys may be returned via the lock box at the Borough Office. If Park is damaged during use, the deposit will not be returned and renter will be responsible for all cost of cleanup and/or repair.
 - 6) **PROHIBITED:**

• Vehicles in the Picnic Area and on Ball Fields	Vendors
• Excessive Noise	Alcoholic Beverages
• Glass Beverages Containers	Tobacco/Smoking
 - 7) **RENTER** is responsible for conduct for his/her guests.
 - 8) **BOROUGH** is not responsible for accidents or injuries.
 - 9) **RENTERS** agree to indemnify the Borough from any and all claims of whatever nature arising from any act, omission or negligence of Renter or Renter's guests. Renter agrees to use the property as its own risk.
 - 10) **PARK** may NOT be used for profit making organizations and no admission fee may be charged.
 - 11) **ELECTRICITY** available if notice is given at time of reservation; any damages will be taken from deposit.
 - 12) **CANCELLATION:** Please contact the Borough Office immediately if event is to be cancelled.
 - 13) **PERSONAL PROPERTY:** Abbottstown Borough will not assume any responsibility for private/personal property items left on-site.
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For Organizations including Sports Leagues and Charitable Entities

- 14) **FREE USE OF THE PARK:** Organizations interested in using the facilities at no cost should submit a written request to the Borough Council for approval one month prior to the event date(s) including a brief description of your organization and event.
- 15) **CERTIFICATES OF INSURANCE:** Organizations are required to provide current proof of liability insurance to be kept on file at the Borough Office. This insurance documentation must include Abbottstown Borough as an "Additional Insured" entity and is a prerequisite for approval of the park request. Park is used "at own risk" and Borough assumes no responsibility for injuries or damages.
- 16) **RESTROOMS:** Organizations wishing to use the restrooms will be required to pay the \$100 deposit, refunded after inspection of the facility by Borough Official and the return of any keys to the Borough Office after the use period. Organizations are responsible for maintaining the bathrooms which are inspected after each event.
- 17) **CANCELLATION OF RESERVATION:** Abbottstown Borough has the right to cancel any donated park use, or to cancel and refund deposits given for any other reservations, with at least one week's notice.