West Manchester Township Parks and Recreation FACILITY RENTAL APPLICATION & REGULATIONS

Date Requested:	Time:						
Facility/Cost: Sunset Lane Park Pavilion (\$5	0/day) Dunedin Park Pavilion (\$50/day)						
Loman Park Pavilion (\$40/day	y) Bennett Williams Park Pavilion (\$40/day)						
Baseball / Softball / Soccer Fields / Green Space (\$15/hr)							
Basketball / Volleyball / Tennis / Pickleball Courts (\$15/hr)							
Location If Not Specified:							
Purpose of Rental:	Number of Guests:						
Public Event:YESNO If Yes: A Certificate of Insurance (COI) must be provided.							
 The renter must be a responsible adult, 18 years or older. Valid photo ID may be required. A \$25 security deposit is required for reservations wanting use of the Sunset Lane Park restrooms (restroom key) or required for Friday-Sunday renters for a trash bag/sticker (trash bag fee). A trash bag and WMT sticker (residents only) will be provided to renters. Friday-Sunday renters MUST TAKE ALL TRASH WITH THEM or it will result in forfeiture of the \$25 security deposit. Damages: The renter will be held liable for any damage to the furnishings or grounds. Violation of a transh bag and will be provided to for the \$25 security deposit. 							
	n forfeiture of the \$25 security deposit and may accrue y result in the renter losing the privilege of utilizing Parks						
(Renter's Name)	(Renter's Address)						

(Phone Number)

(Date of Birth)

(Email Address)

GENERAL INFORMATION

- Application must be submitted in person at West Manchester Township or mailed in (380 East Berlin Rd).
- FULL PAYMENT (by cash or check made payable to West Manchester Township) is required at the time of reservation. A reservation is not firm without a signed application and full payment.
- The restroom key or trash bag/sticker (if applicable) must be picked up 1-2 business days prior to the rental. Park restrooms remain locked at all times.
- The \$25 security deposit, must be paid in cash or check separate from the reservation fee, can be provided at the time of reservation or at the time of restroom key/ trash bag pick-up. The deposit will be held until the pavilion has been inspected, making sure all trash was taken from the park, and the key returned.
- KEY RETURN The renter must return the key to WMT on the first business day after their rental. Please return the key after 9:00 am to allow time for inspection. If park maintainers have inspected the facility and found no violations or trash left behind, the security deposit will be refunded.

RENTAL REGULATIONS

CANCELLATIONS must be made at least a week in advance, during normal business hours, in order to reschedule your reservation. Rental fees will NOT be refunded, but you have until the end of the calendar year to reschedule your reservation.

LIABILITY – Renters are responsible for the behavior of their guests. Renters must provide adequate supervision and protection of minors. In granting permission to use of township parks, WMT assumes no liability for individuals attending the renter's event.

BEHAVIOR/COURTESY – Avoid offensive language or behavior. Keep music volume reasonable.

COMMUNITY EVENTS (events inviting the public) must be approved by the Parks and Recreation Director at least two weeks in advance. A certificate of insurance will be required.

FOOD TRUCKS / GAME TRUCKS (private events only) must be approved by the Parks and Recreation Director at least two weeks in advance.

DOGS must be kept on a leash no longer than 6'; guests must clean up after their pets. Dogs are only permitted at the following parks: Sunset Lane Park, Dunedin Park, Westgate Park, and the Little Conewago Conservation Area .

PROHIBITED:

- NO PROFIT MAKING

- NO ALCOHOL, TOBACCO, DRUGS or VAPING – All WMT parks are alcohol-free, tobacco-free and drug-free. Violators are subject to fines.

- **NO AMUSEMENT/COMMERCIAL EQUIPMENT** – Equipment such as bounce houses and other inflatables, commercial tents, etc are not permitted in the parks for private events.

- NO glitter, silly string, confetti, or powder balloons.

OCCUPIED PAVILION – If the pavilion is occupied by others at the time of your reservation, inform them that you paid to reserve the pavilion. The other party must remove their belongings and leave the area immediately. If they do not cooperate, call the West Manchester Township Police for assistance.

CLEANING – The renter is responsible for all clean up & leaving the facility in the shape it was in when they arrived. TAKE ALL TRASH! Renters must remove all tape, staples, nails or push pins if used to decorate.

West Manchester Township shall not be liable to tenant or tenant's agents, employees, contractors, invitees, customers, concessionaires, licensees and any other occupant of the Demised Premises, and the tenant will hold harmless and will defend and indemnify West Manchester Township from any loss, cost liability, claim damage expense (including attorney's fees and disbursements) penalty or fine incurred arising from any injury to any occupant or damage or loss of personal property or any occupant. Tenant shall also pay all costs, expenses and reasonable attorney's fees that may be expended or incurred by West Manchester Township in enforcing this agreement.

Renter agrees to these conditions. SIGNATURE			DATE			
For Office Use Only						
TOTAL: \$	(cash	check #) Security Deposit Received: (cash	check #) COI:	Staff: