

West Manchester Township – Parks and Recreation
FACILITY RENTAL RULES & REGULATIONS

- 1) Park Hours: dawn to dusk.
- 2) All rentals are first come, first served. Payment is required at the time of reservation. A **\$25.00 security deposit is required for all rentals** (paid in cash/check and separate from the reservation fee). The security deposit can be provided at the time of reservation or at the time of restroom key/reservation sign pick-up.
- 3) A trash bag and WMT sticker (sticker for residents only) are provided to dispose of all trash from the rental. The renter is responsible for all clean-up, leaving the facility in the shape it was in when they arrived. Renters must remove all tape, staples, nails or push pins if used to decorate. If you utilize the restrooms, please turn off the lights and lock the doors.
- 4) The restroom key/ reservation sign/ trash bag must be picked up 1-2 business days before the rental date at the township building (380 E Berlin Rd) during office hours Mon-Fri, 8:00am-4:30pm. There is a cork board located at the pavilion to hang your reservation sign.
- 5) The restroom key must be returned by the next business day. A drop box is located at the township building if you wish to return the restroom key on a weekend. The \$25.00 security deposit will be returned as long as there are no damages to the facility and property, the park rules are followed, and trash was taken with you or disposed of in the dumpster. The deposit will be held until the pavilion has been inspected, making sure all trash was taken from the pavilion, and the key returned.
- 6) The renter is required to be on premises during the entirety of the rental. Renters are responsible for the behavior of their guests. Avoid offensive language or behavior. Keep music volume reasonable. 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. We recommend that you do not leave your belongings unattended. WMT is not responsible for lost or stolen items.
- 7) **RENTAL CANCELLATIONS** must be made during normal business hours. Upon cancellation, rental fees will be refunded, minus a 10% administration fee. **NO REFUND** will be made less than one week prior to your reservation. Upon determination of the Parks and Recreation Director, rental fees for the pavilion may be refunded in the case of extreme weather.
- 8) **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 for private events** – Equipment such as bounce houses and other inflatables, commercial tents, etc. NO glitter, silly string, confetti, or powder balloons.
- 9) **PUBLIC COMMUNITY EVENTS** must be approved by the Parks and Recreation Director at least two weeks in advance. *A Park Use Permit and Certificate of Liability Insurance (COI)* will be required in addition to the rental fee.
- 10) **FOOD TRUCKS/ VENDORS** must be approved by the Parks and Recreation Director at least two weeks in advance. *A Mobile Food Vendor/Non-Food Vendor Application, fee, and Dept of Ag License* will be required.
- 11) **PETS** must be kept on a leash no longer than 6'; guests must clean up after their pets. Pets are permitted at Sunset Lane Park, Dunedin Park, Westgate Park, and Little Conewago Creek Conservation Area.

**WEST MANCHESTER TOWNSHIP - PARKS AND RECREATION
WAIVER AND RELEASE**

I recognize and acknowledge that there are inherent risks of physical injury to participants and spectators in programs/leagues/events. I voluntarily agree to assume all risks of any and all injuries, damages or loss, regardless of severity, that my minor child(ren) or I may sustain as a result of said participation, including, but not limited to (i) injuries arising from use of any equipment, property, or grounds while participating in the programs/leagues/events, (ii) injuries or medical disorders arising from participation in supervised or unsupervised programs/leagues/events, and (iii) accidental injuries within or on any West Manchester Township facilities, property land, or roads. Being fully aware of these risks, I individually and on behalf of my child(ren) voluntarily assume all risks that may arise and hereby waive, release, and discharge West Manchester Township, including its elected and appointed officials, employees, agents, and representatives from any and all claims, demands, causes of action, or liability arising out of bodily injury, sickness, death, disease, medical harm, loss, illness, medical care, or hospitalization sustained by me or by my child(ren), arising out of participation or presence at Township facilities or events.

I hereby agree to indemnify and hold harmless the West Manchester Township, its elected and appointed officials, and employees, agents, and representatives from any loss, liability, damage, claim or cost, including attorney's fees that they may incur due arising out of or related to me or my child(ren) presence at, use of, or participation in any Township facility, program, or event.

I also grant permission for myself and/or my child(ren) to be interviewed, photographed, or recorded for promotional purposes by West Manchester Township. I agree to follow, and ensure that my child(ren) follow, all applicable rules, regulations, and instructions governing the use Township park facilities and participation in related activities.

If any provision of this Waiver and Release is found to be invalid or unenforceable under applicable law, the remainder of the Waiver shall remain in full force and effect, and the invalid or unenforceable provision shall be deemed modified to the minimum extent necessary to make it enforceable.

I HAVE READ AND ADHERE TO THIS WAIVER AND RELEASE. I INTEND TO BE LEGALLY BOUND. IF I AM AHERING ON BEHALF OF A MINOR CHILD, I CERTIFY THAT I AM THE PARENT OR LEGAL GUARDIAN OF THE MINOR CHILD(REN) WHO I AM REGISTERING.