



Recreation Department

Revised 7/24/2018

Julie L. Redding, Superintendent of Recreation
Samantha Hewitt, Recreation Program Assistant
Jody L. Mayer, Office Manager

PAVILION RENTAL APPLICATION

Name: _____ Date: _____

Address: _____ D.O.B. _____

Borough Resident? YES NO (please circle) If no, which Township: _____

Phone No.(s): _____ E-Mail: _____

I am requesting (please circle one): Memorial Park, Mike Waters Park, Henninger Park

Date Requested: (please include day of the week): _____

Arrival Time: _____ Departure Time: _____ Number of Guests: _____
(Mandatory that someone from the group arrives to take possession of the pavilion at the arrival time).

MEMORIAL PARK PAVILION RENTAL

Available rental times with pricing: (Please circle appropriate request)

	Borough Resident	Non-Borough Resident
Monday – Friday Rental (Whole Pavilion) Choose: 9AM-1PM or 3PM-7PM	\$30.00	\$36.00
Monday – Friday Rental (Whole Pavilion - All day rental)	\$100.00	\$120.00
Saturday or Sunday Rental (Half Pavilion - All day rental)	\$75.00	\$90.00
Saturday or Sunday Rental (Whole Pavilion – All day rental)	\$100.00	\$120.00
Option: 1 hour Volleyball Court Reservation (1PM – 8PM)	\$10.00	\$10.00

(must be a pool member or receive a discounted pool pass as stated below)

Any group wishing to use pool facilities may do so by submitting a list of names to the cashier upon arrival at the pool for a discounted rate **to be determined** per person during the rental.

Any group wishing to reserve the entire park will need to submit additional applications and could be required to provide a Certificate of Liability Insurance.

Any group selling or giving away of food products to the public will be required to provide a Food/Health License. All Commercial/For Profit sales on park property must be approved by the Recreation Department and may be subjected to a separate fee.

MIKE WATERS PARK PAVILION RENTAL

Available rental times with pricing: (Please circle appropriate request)

	Borough Resident	Non-Borough Resident
Pavilion Rental any day	\$25.00	\$30.00

Any group wishing to reserve the entire park will need to submit additional applications and could be required to provide a Certificate of Liability Insurance.

Any group selling or giving away of food products to the public will be required to provide a Food/Health License. All Commercial/For Profit sales on park property must be approved by the Recreation Department and may be subjected to a separate fee.

HENNINGER PAVILION RENTAL

Available rental times with pricing: (Please circle appropriate request)

	Borough Resident	Non-Borough Resident
Pavilion Rental any day	\$15.00	\$18.00
Bathroom Use Fee	\$25.00	\$25.00
Bathroom key deposit (which will be refunded upon return of key) (provide a SEPARATE CHECK)	\$25.00	

Any group wishing to reserve the entire park will need to submit additional applications and could be required to provide a Certificate of Liability Insurance.

Any group selling or giving away of food products to the public will be required to provide a Food/Health License. All Commercial/For Profit sales on park property must be approved by the Recreation Department and may be subjected to separate fee.

Total: _____



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RULES AND REGULATIONS FOR PAVILION RENTALS

- All Pavilion rentals are made with Recreation Department Personnel and all fees associated with the rental are due and payable at the time the reservation is requested.
- Reservations will be on a first come – first serve basis. Pavilion rentals are not secured and/or finalized until payment in full is received.
- Cancellations must be made at least four (4) weeks prior to the scheduled time of use in order to obtain a refund. A five (5) dollar administrative fee is retained by the Recreation Department for all refunds issued.
- In the event of any problem during your reservation, such as other parties intruding or in case of any emergency, please contact our uniformed Park Guard by calling the Chambersburg Aquatic Center at 717-251-2466, or if the pool is closed, please call the Borough Service Center at 263-4111 or contact the Chambersburg Police Department.
- Proper care and use of recreation facilities is required. The cost of any property damage shall be charged to the responsible group.
- Tacks, staples, silly string, water balloons, sidewalk chalk, and confetti are prohibited. Littering is also prohibited and trash should be placed in the containers.
- Users of the Recreation and Park areas shall respect the rights of others and conduct themselves in a manner acceptable and becoming to others.
- Music must be kept at an appropriate level as to not disturb others. Music cannot be played from a vehicle.
- No solicitation and no sales for profit unless approved by the Recreation Department in advance.
- The use of alcoholic beverages and narcotics in Recreation and Park areas is prohibited. Smoking is prohibited in the pavilion area.
- Animals are not to be brought into Recreation and Park areas without prior approval from the Recreation Department. Service dogs are allowed.
- No charcoal or gas grills are allowed at any of the Parks. Grills are located throughout the park at Memorial Park and Mike Waters Park.

By signing this application I have received and read the rules and regulations for the use of the pavilion and our group agrees to abide by them, or we could be responsible for any costs to replace damaged items. The rules and regulations must be signed by the applicant.

Signature

Date