

**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)

Tables - # \_\_\_\_\_ Chairs - # \_\_\_\_\_ 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 guidelines regarding use of Township Facilities and agree to assume responsibility for observance of these regulations. 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 damages or injuries incurred through use of the facility and relieve Hampden Township and its officials of any responsibilities for such activities. I/We understand that a portion of the rental fee may be non-refundable and may not be returned in case of cancellation

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 \_\_\_\_\_

Forms/facility fees newspecial

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 02-01**  
**(AMENDING AND SUPERCEDING RESOLUTION NOS. 90-06 and 95-39)**  
**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 the Facility Building, park pavilions, athletic fields, Emergency Services Building Training Room, and/or the swimming pool must submit a completed "Facility Reservation Request" 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 intent or if the cancellation is necessary due to inclement weather.
3. The person signing the "Facility Reservation Request" is responsible for the condition of the facility and/or equipment located within and any damage to the same.
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 container. 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 Facility Building. Persons and/or groups reserving the Facility Building 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, or a portion of this deposit, may be retained by the Township if excessive cleanup and/or repair of damage to the property is required. In the event no application is made for the consumption of alcoholic beverages and alcoholic beverages are found at the Facility Building, a fine may be assessed the person or persons whose signature appears on the application form according to township ordinance.
4. All groups or persons reserving township facilities agree to assume responsibility and liability for any damage or injury incurred through use of the facility and relieve the Township of any responsibility for such activities. 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 original 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 Emergency Services Building Training Room.
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 possess a Hampden Township Solicitor's Permit and provide a certificate of insurance for township files.
7. Emergency Services Building Training Room - Reservation is restricted to static educational/training programs and appropriate business-like activities. The training room may be reserved a maximum of three months in advance. Use of the kitchen area in the Emergency Services Building, 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 or void the application of an individual, family or group for failure to comply with the policy and to make additional rules and regulations as deemed necessary.
9. This resolution amends and supercedes all previous resolutions.

### **Fees and Charges**

Fees shall be set by separate resolution, from time to time, by the Hampden Township Board of Commissioners . The fee for use of the Emergency Services Building Training Room will be the same as the fee for use of the Facilities Building. 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. Groups qualifying for this category will remain responsible for security 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.