UPPER ALLEN TOWNSHIP
PICNIC PAVILION RENTAL POLICY AND APPLICATION

Upper Allen Township offers several picnic pavilions within its park system to residents and non-residents alike. Generally, they are on a first-come, first-serve basis. However, if your group wishes to be guaranteed the use of a pavilion, a daily fee is required. The daily fee required is as follows:

- Residents: $25 rental fee
- Non-Residents: $65 rental fee
- Pavilion Rental for Township Company: $125.00 rental fee
- Pavilion Rental for Non-Township Company: $150.00 rental fee

Please provide a check made out to Upper Allen Township. The check should be returned, with this completed application, to: Upper Allen Township, 100 Gettysburg Pike, Mechanicsburg, PA 17055.

- Cancellations: You must notify the township as early as possible if you decide to cancel your reservation. We will refund all fees, provided you contact us at least one week prior to your scheduled use. We will charge the full rental fee for any cancellations less than seven days from the date of your event.

- No alcohol may be possessed or consumed on Upper Allen Township property.

- You must notify us if you intend to use a sound system.

- Reservations are only made during park hours. All township parks are open from 6:00AM – 9:00PM. All participants must leave the park at the posted closing time.

- If your application is approved, we will send you a rental confirmation.

Name: ______________________________ Organization (if applicable): _________________
Street: ______________________________ City: ____________________ Zip: ___________
Telephone: __________________________ Date of Event: _______________________
Start time: ___________ End time: ___________
Sound System: ______ YES ______ NO

Select a park pavilion (please indicate the specific pavilion requested for Community and Simpson Parks):

- [ ] Center Square Park  [ ] Country Estates Park  [ ] Friendship Park
- [ ] Grantham Park  [ ] Millers Crest Park  [ ] Mt. Allen Park
- Community Park - [ ] Pavilion near restrooms  [ ] Pavilion “A”  [ ] Pavilion “B”
- Simpson Park - [ ] Large pavilion near parking lot  [ ] Pavilion near volleyball net
- Winding Hills Park - [ ] West near soccer fields  [ ] East near softball fields

(PLAY GROUND)
GUIDELINES FOR USE OF PAVILION RENTAL

- Parking is restricted to posted parking lots. Parking is prohibited in grassy areas and other marked areas.

- Occupancy limits as applicable per pavilion.

- Said group must not possess or consume alcoholic beverages while utilizing Upper Allen Township facilities.

- Said group agrees to leave the premises in a clean and tidy condition including disposing of all trash and recycling in the proper receptacles. If determined necessary by the township after rental, the supplied security deposit will be charged for excessive trash fee/cleanup.

- If you plan to have a disc jockey or any type of sound system, please indicate on application.

- Pony rides may be permissible in certain areas of the parks; however, prior permission is required. Please contact the township office.

- Cancellations due to inclement weather are not refundable. Refunds are only made if cancellations are received NO LESS THAN 1 WEEK IN ADVANCE of the reserved event.

- Upper Allen Township reserves the right to reject or revoke any application or amend these rules at any time.

Said group must follow all instructions enumerated by Upper Allen Township representatives regarding use of facilities.

I/We have read the pavilion rental policy and guidelines and agree to assume responsibility for meetings its requirements. I/We agree to assume responsibility for any damages incurred beyond normal wear and tear and to leave the premises in a clean and orderly condition. I/We also assume liability for personal damages or injuries incurred in the use of the facility. I/We relieve Upper Allen Township and its officials of any responsibilities for our activities. I/We understand that all or a portion of the rental fee may not be returned to me in case of a late cancellation.

______________________________________________  __________________________
Print Name                                     Date of Event

__________________________________________  __________________________
Signature                                     Date

TOWNSHIP USE ONLY

Date of request: ___________________________  Approved _____   Disapproved _____
Date rental fee received: __________________________
Date township was notified of cancellation: ________________
Date rental fee returned: __________________________