PAVILION RENTAL REQUEST FORM
Upper Allen Township
100 Gettysburg Pike
Mechanicsburg PA 17055
(717) 766-0756

PLEASE PRINT LEGIBLY

Applicant: ____________________________________________________________

Organization (if applicable): ____________________________________________

Applicant Mailing Address: ____________________________________________

City: __________________________ State: ________ Zip: ______________________

Home Telephone #: __________________________ Mobile #: __________________

Date of Rental: __________________________ Time of Rental: __________________

Facility Location (Park): __________________________ Pavilion Requested: __________

Estimated # of Attendees: __________ Type of Event: ______________________

(birthday party, reunion, etc)

Certificate of Insurance attached: YES OR NO

COMMENTS OR SPECIAL REQUIREMENTS: ________________________________

I, __________________________________, individually, or as the authorized agent of ________________________________

____________________________________, and on its behalf, hereby agree to indemnify and hold harmless Upper Allen

Township, its officials, agents and representatives, from any and all claims arising from the use of Township

facilities. I understand that by virtue of this rental, I will be liable and responsible for any and all damage, theft

or injuries that occur in or to the Township facility or its contents. In advance, I agree to pay $____________

for rental of the pavilion. I further acknowledge that I will be liable and responsible for the safety and well-

being of all persons supervising, attending, or in any way taking part in the function for which the Township

pavilion is being utilized. I recognize that upon completion of the rental, I will be responsible for cleaning the

premises and returning it to its clean and orderly pre-rental condition. My signature below certifies that I have

fully read and understand the contents of Upper Allen Township’s “Public Facilities Policy.” I hereby agree to

abide by all rules and regulations set forth therein.

Signature: __________________________________________ Date: ________________

FOR TOWNSHIP USE ONLY

Date Available: YES or NO
Certificate of Insurance: YES or NO Waived: YES or NO
Rental Fee Amount Paid: $________ Date Paid: ________ Cash or Check _________