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 wellbeing 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 ___