



**Mailing Address**

P.O. Box 277  
Dauphin, PA 17018

**Office Address**

10 Elizabeth Avenue  
Dauphin PA, 17018

Phone: 717-921-8128

Fax: 717-474-8146

*Middle Paxton Township*

## **PARKS AND RECREATION FACILITIES APPLICATION 2024**

### **BACKGROUND:**

Middle Paxton Township has established Rules and Regulations for the use of Township facilities. Insurance requirements, liability, legal and safety concerns also require certain rules to be in place for the use of Township property. Current requirements and stipulations governing the use of public parkland and recreation facilities owned by Middle Paxton Township are outlined in this Park and Recreation Facilities Application along with the Rules and Regulations. Middle Paxton Township reserves the right to set special conditions with regard to any planned use and require payment in advance of the use of public parkland and recreation facilities. The Township also reserves the right to deny any park facilities application for failure to meet any of the stated conditions or because of past adverse experience involving either the type of planned use or the applicant.

### **INSTRUCTIONS:**

Please complete this form in its entirety by answering all questions completely and accurately. An incomplete form will be returned to the applicant. You may attach additional sheets of paper if necessary. The **security deposit** and **rental fee** must be paid **30-45 days prior** to the reserved date. Middle Paxton Township will strive to coordinate the use of public facilities for as many people as possible. Middle Paxton Township reserves the right to reject a Park and Recreation Facilities Application if it believes the event or activity will unreasonably interfere with other existing or planned programs and activities, including the normal conduct and use of the Township parks and recreational facilities.

By submitting this Park and Recreation Facilities Application, the applicant is certifying that no expense will be borne by Middle Paxton Township in connection with the event or activity described in the application for which the Township will not be fully reimbursed. Further, the applicant certifies that the Township is not liable or responsible for any cost, effect, error, omission, or loss of any kind associated with the event or activity listed herein, and that the Township is fully indemnified and held harmless from any claims or judgments arising from such. All Park and Recreation application activities must be fully insured by the applicant with the Township named as an "Additional Insured".

**All facilities are rented in "as is" condition. NO alcohol is permitted!**

**USER INFORMATION:**

Date(s) Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Arrival Time of Event: \_\_\_\_\_ Departure Time of Event: \_\_\_\_\_

Estimated Attendance (Participants + Spectators): \_\_\_\_\_

Requested Location(s) within Park/Facilities: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you a resident of Middle Paxton Township? \_\_\_\_\_ Yes \_\_\_\_\_ No (Driver's License checked) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Are you a Non-Profit Organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

**NO surge strips of any kind are permitted in the pavilions. NO alcohol is permitted!**

**Cash** or **checks** are accepted forms of payment. If paying by check; **two** separate checks must be submitted. One check should be for the security deposit and one check should be for the rental fee.

Make checks payable to: **“Middle Paxton Township”**

Any check returned for insufficient funds or on which payment has been stopped will result in automatic cancellation of the Park and Recreation Facilities Application.

Please mail fees, completed Park and Recreation Facilities Application, Waiver of Liability and Proof of Insurance to:

**Middle Paxton Township  
Post Office Box 277  
Dauphin, PA 17018  
Telephone: (717) 921-8128**

Note: All fees are in accordance with the annual Resolution adopted by the Board of Supervisors.

**FACILITY RENTAL RATES PER 2024-02 RESOLUTION**

**A. HAGY PARK PAVILION – 1120 Mountain Road, Dauphin 17018**

**Individual and Family Rentals:**

**Security Deposit (Deposit may be refunded after inspection of facility)**

- Resident - \$25.00 \$ \_\_\_\_\_
- Non-resident - \$50.00 \$ \_\_\_\_\_

**Rental Fees**

\_\_\_\_\_ Pavilion **(Surge strips are prohibited)**

- Resident - \$50.00 \$ \_\_\_\_\_
- Non-resident - \$75.00 \$ \_\_\_\_\_

**Tennis & Basketball Courts (no additional charge)**

\_\_\_\_\_ Field(s)      \_\_\_\_\_ Softball Field      \_\_\_\_\_ Soccer Field  
(Fields to be reserved in 3-hour block)

**TOTAL FEES FOR HAGY PARK:** \$ \_\_\_\_\_

**Sports Team and League Rentals:**

**\*Fees determined by Field Rental Agreement\***

\_\_\_\_\_ Practice only, no concession stand use

No. # of fields requested \_\_\_\_\_

\_\_\_\_\_ League - Practice Only, no concession stand use

No. # of fields requested \_\_\_\_\_

\_\_\_\_\_ League/Practice/Games/Tournaments with concession stand use

No. # of fields requested \_\_\_\_\_

**Security Deposit returned on \_\_\_\_\_**

**B. FISHING CREEK COMMUNITY CENTER – 1361 Fishing Creek Valley Road, Harrisburg**  
 The Township will supply hand soap and paper towels in the restrooms and a **limited** amount of trash bags for all trash cans. All additional supplies are the responsibility of the applicant. **Balloons should NOT be tied to the ceiling fans. Premises must be vacated by 9 P.M.**

**Rental of the Fishing Creek Community Center includes use of furnished oven, refrigerator, and microwave. All other appliances at the facility are not for public use. Permission must be given for use of any personal equipment (crockpots, fans, electric roasters, electric chafing dishes, etc.) Please list all additional equipment below, or if none, please state "none."**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Security Deposit (Deposit may be refunded after inspection of facility)**

**ENTIRE FACILITY includes pavilion and all play areas**

- Resident - \$50.00 \$ \_\_\_\_\_
- Non-resident - \$75.00 \$ \_\_\_\_\_

**PAVILION ONLY**

- Resident - \$25.00 \$ \_\_\_\_\_
- Non-resident - \$50.00 \$ \_\_\_\_\_

**Rental Fees**

\_\_\_\_\_ **Building Rental - All day includes pavilion and all play areas**

- Resident - \$250.00 \$ \_\_\_\_\_
- Non-resident - \$350.00 \$ \_\_\_\_\_

\_\_\_\_\_ **Pavilion Only Rental**

- Resident - \$50.00 \$ \_\_\_\_\_
- Non-resident - \$75.00 \$ \_\_\_\_\_

**Basketball Court (no additional charge)**

**TOTAL FEES FOR FISHING CREEK COMMUNITY CENTER: \$ \_\_\_\_\_**

**Security Deposit returned on: \_\_\_\_\_**

## **REFUND POLICY:**

A separate **mandatory** security deposit is required for all rentals. The deposit is to assure clean up and abidance of all rules and is typically returned to the renter within two (2) weeks after rental. It will not be returned if cancellation is made less than two (2) weeks prior to the rental, the furniture is not left as it was found, property is damaged, food is left after the rental or other situations deemed inappropriate by the Township Manager.

The Township has the right to waive any fee in this application. The applicant requesting a waiver must present their case at the Board of Supervisors meeting prior to the usage date.

## **INSURANCE REQUIREMENTS:**

1. Applicants must agree to and sign the attached Waiver of Liability.
2. Applicants must provide proof of residency in Middle Paxton Township.
3. Organization/League Play applicants must provide Liability coverage of **\$1,000,000 per occurrence** with the Township named as an "Additional Insured".