

# STCC Park and Rec

56 Cleversburg Road, Shippensburg PA 17257

PHONE: 717.532.6770 Email: parkandrec@southamptonwp.com

## APPLICATION FOR RESERVATION: Multi-Purpose Center

Current Date: \_\_\_\_\_

Permit No: MPC20 - \_\_\_\_\_

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Hours of use: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

The front entrance to the Multi-Purpose Center will be unlocked 30 minutes prior to requested time and locked 30 minutes after ending time stated.

Proposed Use: (reunion, birthday party, ect.) \_\_\_\_\_

Request made to conduct small games of chance as authorized by the Commonwealth of Pennsylvania:

NO \_\_\_\_\_

YES \_\_\_\_\_ If "YES" is marked, please provide the License Number issued by the Commonwealth of Pennsylvania to conduct such activities:

License Number: \_\_\_\_\_

**Full Rental payment is due at the time the application is submitted. Decisions will be rendered by the Township within two (2) business days from the date of submittal.**

**Upon denial of any application, the payment/security deposit will be returned within two (2) business days by US mail in the form of a check made payable to the applicant and mailed to the address listed on the application.**

Signature of Applicant: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

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DATE APPLICATION RECEIVED: \_\_\_\_\_ AMOUNT PAID: \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Cash No. \_\_\_\_\_ Credit/Debit: \_\_\_\_\_

Credit /Debit Card No.: \_\_\_\_\_ Exp: \_\_\_\_\_ CVC Code: \_\_\_\_\_

\* \$3 Fee up to \$113 will be applied for Credit/Debit Card Use. \$114+ will have a fee of 2.65%

\* Returned Checks will incur a \$25 fee.

DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_ BY \_\_\_\_\_

**SCHEDULE OF FEES: \$100.00 THE FIRST TWO (2) HOURS (MINIMUM)  
\$30.00 PER HOUR FOR EACH ADDITIONAL HOUR**

Note: All fees are non-refundable for rental cancellation requests of less than 30 days before the reservation. A cancellation fee shall be charged at the rate of 20% provided that written notice is submitted to the township 31 days or more in advance of the reservation. IF a refund is requested, the request will be submitted to the board of supervisors and a check will be issued following the board of supervisors meeting which are held the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month.

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**THE UNDERSIGNED,** \_\_\_\_\_, has requested a Reservation Permit from Southampton Township - Cumberland County, Pennsylvania for the following date: \_\_\_\_\_.

In consideration of obtaining a Reservation Permit, and intending to be legally bound hereby, it is agreed that the Undersigned, on behalf of itself, himself or herself, the Undersigned's agents, members, guests, relatives, or invitees, does hereby release STCC and its officials and employees from any and all claims, demands, or causes of action arising or relating to the use of the Township facilities or the Undersigned's activities conducted at the Township Park during or as a result of the reservation requested.

Furthermore, the Undersigned agrees to insure, defend, indemnify, save, and hold harmless STCC and its officials and employees from any loss, liability, damage or cost they or any one of them may incur due to, or as a result of, the presence of the Undersigned, his, her, or its agents, members, guests, relatives or invitees at the Township facilities.

The Undersigned acknowledges having carefully read this document and declares that the content is fully understood.

The release of liability of the Township and its officials and employees is in addition to any other liability limitation which the Township, its officials and employees may have by law and agreement.

**IN WITNESS WHEREOF,** with the intent to be legally bound hereby, the Undersigned does hereby knowingly, voluntarily, and willingly execute the Acknowledgement, Release, and Indemnification Agreement as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NAME OF UNDERSIGNED: (print) \_\_\_\_\_

SIGNATURE OF UNDERSIGNED: \_\_\_\_\_

WITNESSED BY: \_\_\_\_\_

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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### APPLICATION FOR RESERVATION: Multi-Purpose Center

## RULES FOR RENTING THE MULTI-PURPOSE CENTER

- ALL cleaning supplies are in the closet in the back of the room or under the kitchen sink
- Please do NOT tape or push pin anything to the walls
- Remove all decorations during clean-up
- Sweep/Mop all floors from debris and spills
- Wipe all counters and tables free from debris and spills
- Empty all trash cans, bathroom included, and take to the dumpster at the end of the parking lot
- Replace trash bags with new which are under the kitchen sink
- Please make sure there are **8 Chairs** around each table
- Double Check refrigerators for your goodies so nothing is left behind 😊
- Please make sure all doors, gym included, are closed tightly and lights are off when you leave
- Please do not remove the plug-ins around the room. If you need the outlet, please move the plug-in to the kitchen area and put upright so the oil does not spill out! Return them to the outlet when you are finished!
- STCC is not responsible for lost or stolen items
- Emergencies numbers are on the refrigerators and doors should they be needed.

*Thank you all and we hope you have a great event!*