

**STCC Park and Rec**

200 Airport Road, Shippensburg PA 17257

PHONE: 717.532.9646 ext. 107 Email: [parkandrec@southamptonwp.com](mailto:parkandrec@southamptonwp.com)

**APPLICATION FOR RESERVATION: CLEVERSBURG PAVILION**

Current Date: \_\_\_\_\_ Permit No: B20 - \_\_\_\_\_

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

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

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

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

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

Date of Use: \_\_\_\_\_ **Sun Up to Sun Down**

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

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:** \_\_\_\_\_

Special Requests: (i.e. fireworks, commercial vehicles, etc) \_\_\_\_\_

**Full Rental payment is due at the time the application is submitted.** Decisions will be rendered by the Township then you will be notified.

Upon denial of any application, you will be notified by the Township. Payment will be returned by US mail to the applicant at the address listed on the application.

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

.....  
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.

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**DATE APPLICATION RECEIVED:** \_\_\_\_\_ **AMOUNT PAID:** \$ \_\_\_\_\_ **Check No.** \_\_\_\_\_ **Cash No.** \_\_\_\_\_

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

**DATE FEE RETURNED TO APPLICANT VIA US MAIL:** \_\_\_\_\_

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 is held on the 2<sup>nd</sup> and 4<sup>th</sup> Monday 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 THE UNDERSIGNED: \_\_\_\_\_

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

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

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### **RULES FOR RENTING THE STCC PAVILIONS**

- **Please do not move the tables**
- **Decorations are permitted but must be removed & discarded properly at the end of your event**
- **Sweep/Mop all floors from debris and spills**
- **Wipe all counters and tables free from debris and spills**
- **Please pick up ALL of the trash from your event in and around the pavilion**
- **Please make sure all lights (Beistle & Southampton Junction) are off when you leave**

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