

STCC Park and Rec

200 Airport Road, Shippensburg PA 17257

PHONE: 717.532.9646 ext. 107 Email: parkandrec@southamptontwp.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 entrance (by the Gazebo) will be unlocked 30 minutes before the requested time and locked 30 minutes after the ending time stated.

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: _____

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: _____

.....

Date of Application: _____ Amount Pd: \$ _____ Check No. _____ Cash No. _____

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 (2 Hr. 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 is held on the 2nd and 4th 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 MULTI-PURPOSE CENTER

- Sweep/Mop all floors from debris and spills. Supplies are in the closet in the back of the room.
- Please do NOT tape or push pin anything to the walls
- Remove all decorations during clean-up
- Wipe all counters and tables free from debris and spills
- Empty all trash cans, including the bathrooms, and take all trash to the dumpster at the end of the parking lot
- Replace trash bags with new ones, located 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, including the gym door, are closed tightly and lights are off before you leave
- STCC is not responsible for lost or stolen items
- Emergency numbers are on the refrigerators and doors should they be needed.

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