

**HAMPDEN TOWNSHIP  
FACILITY RESERVATION APPLICATION  
(For Township-owned buildings)**

Today's Date \_\_\_\_\_

All groups/persons requesting use of facilities must provide the name and telephone number of a local contact person who will assume responsibility for administration of the activity and be available during the scheduled activity.

Name/Group Name \_\_\_\_\_

Address \_\_\_\_\_

Local Contact \_\_\_\_\_ Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**FACILITIES REQUESTED** – (Please circle one-kitchen is included with Rec Building and Good Hope Station)  
**Recreation Building Community Room**

**Good Hope Station Community Room**

**Sporting Hill Station Training Room**

Date(s) and Time(s) Requested (Please be specific and include time required for set-up and clean-up)

\_\_\_\_\_

\_\_\_\_\_

Describe the activity in detail \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will this activity include consumption of Alcoholic beverages?      Yes      No

Number of persons expected to attend \_\_\_\_\_

Will this activity generate revenue?    No    Yes

**Please note there are at least 13 tables and 110 chairs included with the rental.**

Does this activity include plans for concessions, vendors, rented equipment, or caterers?    No    Yes\*

\*(If yes, please give details below, prior approval is necessary)

\_\_\_\_\_

\_\_\_\_\_

I/We have read the Resolution regarding use of Township Facilities as well as the Rules and Regulations included in this packet and agree to assume responsibility for observance of these requirements. I/We shall agree to assume all responsibility for any damages incurred beyond normal wear and tear and I/we also assume all liability for personal injury and property damages incurred during or through use of the facility and relieve and release Hampden Township and its officials of any responsibilities for such losses, injury and damages. I/We understand that the non-refundable deposit will not be returned in case of cancellation. I/We understand that property damage, or failure to complete the tasks outlined in the Hampden Township Facility Clean Up Check List will result in a loss of the full security deposit. I/We understand that damage to the facility and/or costs associated with the cleaning of the rented facility in excess of the security deposit will be charged to me/us or my account as well and I consent to and agree with such charge being made. I/We agree to be bound by the terms of the Resolution governing the use of Township facilities and all Rules and Regulations relating to the facilities.

Signature

Date

**PLEASE RETURN RESERVATION REQUEST AND RESERVATION FEE, IF REQUIRED, TO:**

**HAMPDEN TOWNSHIP RECREATION DEPARTMENT**

**230 S. SPORTING HILL ROAD, MECHANICSBURG, PA 17050-3097**

PAYMENT BY: MASTERCARD/VISA # \_\_\_\_\_ EXP DATE \_\_\_\_\_

SIGNATURE OF CARD HOLDER \_\_\_\_\_

**Township use only:**

Date received \_\_\_\_\_ Approval \_\_\_\_\_ Disapproval \_\_\_\_\_

Amount Due \_\_\_\_\_ Deposit received \_\_\_\_\_

Balance due \_\_\_\_\_ Alcohol Deposit \_\_\_\_\_ Cleaning deposit \_\_\_\_\_

Insurance Required? Yes No Received (date) \_\_\_\_\_

Concession/Vendor/Caterer Approved? Yes No

Name \_\_\_\_\_

Additional fees and charges \_\_\_\_\_

Other Information/Conditions \_\_\_\_\_

\_\_\_\_\_

# HAMPDEN TOWNSHIP RECREATION DEPARTMENT FACILITIES RENTAL FEES AND CHARGES

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THE FOLLOWING IS A FEE SCHEDULE FOR RESERVATION OF FACILITIES AND SERVICES. THE UNITS OF TIME WILL BE CHARGED BY WHOLE UNITS AND NOT PRORATED FOR FRACTIONS OF TIME:

**SPORTS/ATHLETIC FIELD** - Payment required to confirm reservation – cost is per field, per day

<b>Non-profit or single use</b>	\$75.00 per day
<b>Camp rental</b>	\$125.00 – ½ day
	\$175.00 – full-day
<b>League Fee</b>	\$35.00 per day
<b>Tournament Rental – all organizations/ youth or adult pay for tournament use-</b>	
	<b>Cost is per field, per day</b>
	<b>Youth (U18)                      Adult (18+)</b>
<b>Resident*</b>	\$100                                      \$150
<b>Non-Resident</b>	\$150                                      \$200

\*Organizations based out of Hampden Township or consisting of over 50% residents are eligible for resident rate.

**POOL/ATHLETIC FIELD LIGHTS**                      \$20.00 PER HOUR

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**PICNIC PAVILION** The rental fee is required to confirm a reservation. \$10.00 of the rental fee is non-refundable.

Rental fees, less non-refundable deposit will be returned as long as the recreation dept. receives a two-week advance notice of cancellation or if the cancellation is due to inclement weather.

	<b>Resident</b>	<b>Non-Resident</b>
<b>Private Family Picnic</b>	\$75.00	\$100.00
<b>Company Picnic</b>	\$125.00	\$150.00
<b>Special Event (combined with camp or tournament, etc.)</b>	\$100.00	\$125.00

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**COMMUNITY ROOM RENTALS**

**PARTIAL DAY RENTAL**

**3 HOUR MINIMUM**

**Residents - \$200.00                      Non-Residents - \$250.00**

**EACH ADDITIONAL HOUR**                      \$50.00 per hour (Res.)/\$60.00 per hour (Non-Res.)

The minimum rental fee of \$200.00 for residents and \$250.00 for non-residents is required to confirm reservation. \$50.00 of the rental fee is non-refundable. Balance of the rental fee plus a \$150.00 cleaning deposit is due when the key is picked up. This deposit will be retained by the Township if there is property damage or a failure to complete the tasks outlined in the Hampden Twp. Facility Clean Up Check List. (No alcohol)

**FULL DAY RENTAL (more than 8 hours on one day)**

**Residents - \$500.00    Non-Residents - \$600.00**

The minimum rental fee of \$200.00 for residents and \$250.00 for non-residents is required to confirm reservation. \$50.00 of the rental fee is non-refundable. Balance of the rental fee plus the \$150.00 cleaning deposit is due when key is picked up. This deposit will be retained by the Township if there is property damage a failure to complete the tasks outlined in the Hampden Twp. Facility Clean Up Check List. (No alcohol)

**Alcoholic beverages permit:** A \$400.00 security/cleaning deposit is required for activities that will include the consumption of alcoholic beverages. This deposit will be retained by the Township if there is property damage or a failure to complete the tasks outlined in the Hampden Twp. Facility Clean Up Check List.

**Alcoholic beverages may not be served at the Sporting Hill Station Training Room.**

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**SWIMMING POOL** - Private Party (8:00 P.M. – 10:00 P.M.)

<b>0-400 guests</b>		<b>400+ guests</b>
<b>Member-</b>	\$400	\$500
<b>Non-Member-</b>	\$600	\$700

Includes required lifeguard staff, manager and lights  
\$50.00 advanced deposit required (refund if inclement weather).  
Balance due 7 days prior to scheduled party.

**SPECIAL/EMPLOYEE SERVICES**

ACTUAL COSTS INCURRED

**RESOLUTION 12-12**  
**(AMENDING AND SUPERCEDING RESOLUTION NOS. 90-06,95-39, 02-01 and 06-XX)**  
**HAMPDEN TOWNSHIP FACILITY RESERVATION POLICY**

All individuals or groups who desire to reserve township facilities are required to comply with the following guidelines.

**Application Procedure**

1. All persons or groups requesting use of Township-owned facilities must submit a completed "Facility Reservation Application" or letter of request, along with the appropriate rental fee or deposit required to confirm the reservation.
2. Cancellations should be reported to the Township as early as possible. Rental fees, less non-refundable deposits, will be returned as long as the Township receives at least a two-week advance notice of such cancellation. Rentals unable to be held due to inclement weather will receive a refund.
3. The person signing the "Facility Reservation Application" is responsible for the condition of the facility and, completing the steps outlined in the Facility Clean Up Check List.
4. All requests shall be reviewed by Township staff and upon approval a "permit" will be issued as a confirmation of the reservation. Use of the facility shall be restricted to the terms specified on the permit issued to the group. Keys and/or equipment may be picked up on the day of the reservation at the Recreation Office between 7:30 a.m. and 4:30 p.m., Monday through Friday. Weekend rentals must pick up the key before 4:30 p.m. on Friday. All keys must be returned to the office by the next business day following the rental.

**General Guidelines**

1. All posted rules and regulations of the facility shall be applicable. All persons attending any activity within township facilities must park in the appropriate parking area. No persons are permitted to park in lawn areas, in the fire lane or in the areas designated as parking for emergency services personnel.
2. All persons using township facilities are responsible for cleaning the facility before leaving. Tables and chairs should be wiped off and placed in the location in which they were found. Lights and water should be turned off, and when appropriate, doors should be locked upon vacating the facility. If necessary, floors should be swept and/or mopped. All refuse must be gathered and placed in the proper containers. Cans and bottles are to be placed in recycle containers. No trash is to be placed in recycle containers. Refuse receptacles located inside buildings must be emptied and the bags placed in the proper dumpster outside the building. Refuse receptacles located outside will be attended to by township staff.
3. Consumption of alcoholic beverages is prohibited within all township facilities, with the exception of the Recreation Building Community Room and the Good Hope Station Community Room. Persons and/or groups reserving facilities and desiring to consume alcoholic beverages shall make known their intent on the application form not less than thirty (30) days before the date of use. Each application must be accompanied by a security deposit as determined from time to time by the Board of Commissioners. All of this deposit will be retained by the Township if the Facility Checklist procedures are not followed and/or repair of damage to the property is required. Damages to the facility and/or costs associated with cleaning of the rented facility in excess of the security deposit will also be charged to your rental. In the event no application is made for the consumption of alcoholic beverages and alcoholic beverages are found in the facility, a fine of up to \$400.00 will be assessed against the person or persons whose signature appears on the application form according to township ordinance. Under no circumstance may any person or group assess a charge for the alcohol consumed at the event.
4. All groups or persons reserving township facilities agree to assume responsibility and liability for any damage to property and/or injury to persons incurred through use of the facility and relieve and release the Township of any responsibility for such losses, damage and injuries. Certain groups that are associations and/or incorporated may be required to provide a Certificate of Insurance as proof of liability coverage for the current day/days use. This certificate shall be an original certificate and list the Township as the certificate holder and additional insured.
5. In scheduling facilities, township-related or sponsored activities will be given priority over all requests for use of facilities. Hampden Township Emergency Services Personnel activities will be given priority in the Sporting Hill Station Training Room. Emergency Services Personnel must provide notice and fill out a reservation form

- to guarantee availability. Previously booked rentals will not be rescheduled for the purposes of accommodating a Fire Company function. At least a two weeks prior notice is required when canceling rentals.
6. All groups or persons reserving township facilities wishing to include concessions or vendors as part of their scheduled event should notify the Township for approval in advance according to ordinance. All private vendors must register with the Recreation Department and may be required to possess a Hampden Township Solicitor's Permit and provide a certificate of insurance for township files. No parking is permitted in emergency zones.
  7. Sporting Hill Station Training Room - Reservation is restricted to static educational/training programs and appropriate business-like activities. Use of the kitchen area, with the exception of limited beverage service, is restricted to emergency services personnel. Groups or individuals operating or attending programs located in this building shall be restricted to the lobby, training room, and public restrooms, unless accompanied by emergency service personnel.
  8. The Township reserves the right to refuse approval of an application or void a reservation of an individual, family or group for failure to comply with this Resolution. The Hampden Township manager may promulgate specific rules and regulations for Township building usages as the Manager deems necessary, the violation of which may also result in the Township refusing to approve an application or void a reservation granted.
  9. This resolution amends and supersedes all previous resolutions, addressing Hampden Township facilities reservations.

### **Fees and Charges**

Fees shall be set by separate resolution, from time to time, by the Hampden Township Board of Commissioners. For the purpose of assessing fees for reservation and use of township facilities, groups shall be categorized as explained below. This does not include use of the swimming pool. Please refer to the section below which contains exceptions for use of facilities.

Group #1 - All activities organized and operated by township personnel, township-based sports leagues, civic clubs, service groups, scout groups, and school district activities. Rental fees shall be waived for groups that qualify for this category. Fees for active Volunteer Emergency Services Personnel will be waived when renting the fire stations. Groups qualifying for this category will remain responsible for security and alcohol deposits, fees for use of athletic field lights, and certain costs that may be incurred by the Township for management and/or operation of the facility.

Group #2 - Private individual use, non-township sports leagues, civic, service, and scout groups. All applicable fees shall be charged to groups or individuals that qualify for this category.

### **Exceptions**

1. Swimming Pool - All individuals and groups may be responsible for rental fees associated with reservation of the swimming pool. All supervision and management personnel will be provided by the Township at the expense of the group or individual that has reserved the facility.
2. Rental fees may be charged to those qualifying for Group #1 when one or more of the following conditions are met:
  - A. A registration or admission fee is charged.
  - B. The purpose of the use is to generate revenue.
  - C. Swimming pool or athletic field lights are used.
  - D. Alcoholic beverages are served.

**HAMPDEN TOWNSHIP BUILDING USAGE  
RULES AND REGULATIONS**

1. All persons or groups requesting use of Township-owned facilities must be at least 21 years of age and complete a "Facility Reservation Application", along with the appropriate rental fee or deposit required to confirm the reservation. Dates and times requested must include time needed for set-up and clean-up to include arrangements that may be necessary for delivery and removal of rented supplies and equipment. The balance of the rental fee plus all applicable deposits must be paid when the key to the building is secured. Use of the facility shall be restricted to the terms specified in the confirmation.
2. All cancellations must be reported to the Township at least two weeks prior to the scheduled reservation. Violation of this policy may result in denial of future reservations. Rental fees, less non-refundable deposits, will be returned as long as the Township is notified of the cancellation at least two weeks prior to the scheduled reservation. Refunds will not be given for cancellations made after this time.
3. All groups requesting use of a building must provide the name and telephone number of a local contact person who will assume responsibility for administration of the activity and be available during the scheduled activity. Groups using rented equipment and supplies and/or caterers, must indicate their intention to do so on the application form. The person signing the "Facility Reservation Application" is responsible for the condition of the building, the equipment located within and any damage to the same.
4. Activities are restricted to those that are appropriate for conducting inside a meeting facility. Organized sports such as roller/floor hockey, soccer, basketball, etc. are not allowed. If you are planning an activity that includes games you must contact the recreation department for approval prior to the event.
5. The key to the building may be picked up on the day of the rental, at the Recreation Office between 7:30 a.m. and 4:30 p.m., Monday through Friday. Weekend rentals must pick up the key before 4:30 p.m. on Friday. All keys must be returned to the office on the next business day following the rental or deposited in the drop box.
6. All persons who are attending any function in Township-owned buildings must park in the parking area. No persons are permitted to park in the lawn area.
7. All trash, garbage and paper must be gathered and placed in the proper containers. Cans and bottles are to be placed in recycle container. No trash is to be placed in recycle containers. All trash cans inside the building must be emptied and the bags placed in the proper dumpster outside, to the rear of the building.
8. There are to be no tacks, nails, glue, or tape placed on the paneling, ceiling tile, window frames or grid work. Tacks or tape may only be used to secure materials such as crepe paper or decorations to the wood strip at ceiling height. Do not lift ceiling tiles to secure crepe paper or decorations. Grid hooks have been placed in various locations for this purpose.
9. All groups are responsible for cleaning up before leaving. All chairs must be gathered and placed on the chair dollies and all tables must be wiped off, taken down and stacked NO MORE THAN TEN (10) to a cart and placed in the storage area. All tables should be stacked TOP DOWN. Please do not drag tables and chairs across the floor and be careful not to run the stacked chairs or tables into the walls.
10. All groups are required to provide a \$150.00 security/cleaning deposit. This deposit will be retained by the Township if there is property damage or failure to complete the tasks outlined in the Hampden Twp. Clean Up Checklist. Damage to the facility and/or costs associated with cleaning of the rented facility in excess of the security deposit will also be charged to your rental.
11. Consumption of alcoholic beverages is permitted inside the Recreation Building Community Room and the Emergency Services Building North Community Room after proper application is made. Consumption of alcoholic beverages outside the building is prohibited. Any person, family, or group of persons desiring to consume alcoholic beverages shall make known their intent on the application form. A security/cleaning deposit of \$400.00 is due when the key for the facility is picked up. This deposit will be retained by the Township if there is property damage or failure to complete the tasks outlined in the Hampden Twp. Clean Up Checklist. Damage to the facility and/or costs associated with cleaning of the rented facility in excess of the security deposit will also be charged to the rental. In the event no application is made for the consumption of alcoholic beverages or alcoholic beverages are not approved for consumption and evidence of alcoholic beverages are found, a fine may be assessed to the person or persons whose signature appears on the application form according to the Township ordinance. Persons or groups may not assess a charge for alcohol consumed at any event. **Alcoholic beverages are not permitted in the Sporting Hill Station.**
12. Hampden Township reserves the right to refuse approval of an application or void the reservation of an individual, family or group for failure to comply with the regulations set forth for a period of (1) year.

**THE RECREATION BUILDING, GOOD HOPE STATION AND SPORTING HILL STATION ARE SMOKE FREE FACILITIES. SMOKING IS PROHIBITED!**

# HAMPDEN TOWNSHIP PARKS AND RECREATION DEPARTMENT

## Alcoholic Beverage Permit

Consumption of alcoholic beverages is permitted inside the Recreation Building Community Room and the Good Hope Station Community Room after proper application is made. Consumption of alcoholic beverages outside the building is prohibited. Any person, family, or group of persons desiring to consume alcoholic beverages shall make known their intent via this application form. A security/cleaning deposit of \$400.00 is due when the key for the facility is picked up. This deposit will be retained by the Township if there is property damage or failure to complete the tasks outlined in the Hampden Township Facility Clean Up Checklist. Damage to the facility and/or costs associated with cleaning of the rented facility in excess of the security deposit will also be charged to the rental. In the event no application is made for the consumption of alcoholic beverages or alcoholic beverages are not approved for consumption and evidence of alcoholic beverages are found, a fine may be assessed to the person or persons whose signature appears on the application form according to the Township ordinance. Persons and groups may not assess a charge for alcohol consumed at any event.

Signature \_\_\_\_\_

Organization \_\_\_\_\_

Date \_\_\_\_\_

# HAMPDEN TOWNSHIP FACILITY CLEAN UP CHECK LIST

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**Persons or group who reserved the facility must complete the following:**

- Put tables and chairs away (wipe down if necessary)
- Take down any decorations (reminder no tape, push pins, or glue is permitted on walls)
- Sweep floors
- Empty trash from cans into appropriate dumpsters (recycle/ trash)
- Mop and/ or dry mop floors
- Turn off lights and water
- Lock doors when exiting facility

**\*Reminder- your rental includes clean up time, please leave room as you found it by the end of the rental.**

**FAILURE TO COMPLETE ANY OF THE ABOVE ITEMS  
WILL RESULT IN LOSS OF SECURITY DEPOSIT.**

**Damage to the facility and/or costs associated with cleaning  
of the rented facility in excess of the security deposit will  
also be charged to your rental.**