

BOROUGH OF MECHANICSBURG PICNIC PAVILION RENTAL POLICY AND APPLICATION

The Borough of Mechanicsburg offers several picnic pavilions within its park system to residents and non-residents. Generally, they are on a first-come, first-serve basis. However, if your group wishes to be guaranteed the use of a pavilion, a reservation fee is required. This application is **ONLY** for picnic-type group activities for organizational or family events. **This permit is not valid for commercial events or non-picnic events, such as any type of promotion, fundraiser or league tournaments. These events require the Pavilion Service fee be paid and each event must have a special event application.**

Residents/Civic Organization:	\$25 service fee
Non-Residents:	\$100 service fee
Special Event Groups of 100 or less:	\$125 service fee (special event application)
Special Event for Groups of 100 or more:	\$150 service fee (special event application)

Please provide a check made out to the Mechanicsburg Borough. The check should be returned, with this completed application to:

**Borough of Mechanicsburg
36 W. Allen St.
Mechanicsburg, Pa 17055**

- Cancellations: You must notify the Borough of Mechanicsburg Office as early as possible if you decide to cancel your reservation. We will refund all fees, provided you contact us **at least 7 days prior to your scheduled use**. We will charge the full rental fee for any cancellations less than seven days from the date of your event.
- No alcohol may be possessed or consumed on Borough property.
- You must notify us if you intend to use a sound system.
- Reservations are only made during park hours.
- If your application is approved, we will send you a rental confirmation. An email address must be provided to receive the confirmation letter. If you are unable to provide us with an email address you will be responsible for picking up the confirmation letter at 36 W. Allen St., Mechanicsburg.

The Service Fee Guarantees The Applicant:

- Designated use of the Borough Pavilion for the Applicant's group.
- Use of electricity at each rented Pavilion
- Garbage and recycling containers will be set up at each pavilion
- Access to the Borough public restrooms (Only available in Memorial Park)

Pavilion Application

Name: _____ Date of Birth _____

Organization (if applicable): _____

Address: _____ City: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Municipality: Mechanicsburg Borough Shiremanstown
 Upper Allen Other: _____

Event Type: _____

Date of Event: _____

Start time: _____ End time: _____

Alternate Contact Information:

Name: _____ Phone Number: _____

Select a park pavilion:

- Soldiers and Sailors Memorial Park**
 - Small Pavilion (max 75 people)
 - Full Large Pavilion (max 200 people)
 - East Side Large Pavilion (max 100 people)
 - West Side Large Pavilion (max 100 people)
 - Baseball Pavilion (max 75 people)
- Koser Park**
 - Koser Pavilion (max 125 people) 25.00

GUIDELINES FOR USE OF PAVILION RENTAL

- Parking is restricted to posted parking lots. Parking is prohibited in grassy areas and other marked areas.
- Occupancy limits as applicable per pavilion.
- Said group must not possess or consume alcoholic beverages while utilizing Borough of Mechanicsburg facilities.
- Said group agrees to leave the premises in a clean and tidy condition including disposing of all trash and recycling in the proper receptacles.
- If you plan to have a disc jockey or any type of sound system, please indicate on application.
- Cancellations due to inclement weather are not refundable. Refunds are only made if cancellations are received **NO LESS THAN 7 DAYS IN ADVANCE** of the reserved event.
- The Borough of Mechanicsburg reserves the right to reject or revoke any application or amend these rules at any time.

Said group must follow all instructions enumerated by Borough of Mechanicsburg representatives regarding use of facilities.

I/We have read the pavilion rental policy and guidelines and agree to assume responsibility for meetings its requirements. I/We agree to assume responsibility for any damages incurred beyond normal wear and tear and to leave the premises in a clean and orderly condition. I/We also assume liability for personal damages or injuries incurred in the use of the facility. I/We relieve Mechanicsburg Borough and its officials of any responsibilities for our activities. I/We understand that all or a portion of the rental fee may not be returned to me in case of a late cancellation.

Print Name

Date of Event

Signature

Date

OFFICE USE ONLY

Date of request: _____ Approved _____ Disapproved _____

Date service fee received: _____

Date Recreation was notified of cancellation: _____

Date service fee returned: _____

Initial _____