

PAVILION RENTAL REQUEST FORM

Upper Allen Township

100 Gettysburg Pike
Mechanicsburg PA 17055
(717) 766-0756

PLEASE PRINT LEGIBLY

Applicant: _____

Organization (if applicable): _____

Applicant Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Telephone #: _____ Mobile #: _____

Date of Rental: _____ Time of Rental: _____

Facility Location (Park): _____ Pavilion Requested: _____

Estimated # of Attendees: _____ Type of Event: _____

(birthday party, reunion, etc)

Certificate of Insurance attached: YES OR NO

COMMENTS OR SPECIAL REQUIREMENTS: _____

I, _____, individually, or as the authorized agent of _____

_____, and on its behalf, hereby agree to indemnify and hold harmless Upper Allen Township, its officials, agents and representatives, from any and all claims arising from the use of Township facilities. I understand that by virtue of this rental, I will be liable and responsible for any and all damage, theft or injuries that occur in or to the Township facility or its contents. In advance, I agree to pay \$ _____ for rental of the pavilion. I further acknowledge that I will be liable and responsible for the safety and well-being of all persons supervising, attending, or in any way taking part in the function for which the Township pavilion is being utilized. I recognize that upon completion of the rental, I will be responsible for cleaning the premises and returning it to its clean and orderly pre-rental condition. My signature below certifies that I have fully read and understand the contents of Upper Allen Township's "Public Facilities Policy." I hereby agree to abide by all rules and regulations set forth therein.

Signature: _____ Date: _____

FOR TOWNSHIP USE ONLY

Date Available: YES or NO

Certificate of Insurance: YES or NO

Waived: YES or NO

Rental Fee Amount Paid: \$ _____

Date Paid: _____

Cash or Check _____