

LOWER ALLEN TOWNSHIP COMMUNITY PARK ***“Barn”***

RULES AND REGULATIONS

1. Security Deposit

- a. A **\$100.00** refundable security deposit is required when using the facility by all groups or individuals. **This security deposit MUST BE SUBMITTED with the application and rental fee.**
- b. **An additional \$100.00 refundable security deposit is required for events when ALCOHOLIC BEVERAGES will be served.** Alcoholic beverages are only permitted in the facility (“Barn”) with a security guard present. The Township, at a rate of \$12.00 per hour, schedules security guards. The Security Guard fee will be deducted from your security deposit. The Security Guard will arrive 30-minutes before you occupy the center and will leave following the last person who is responsible for opening and closing the center.

2. Cancellations

- a. **All** rental fees and security deposits will be refunded for reservations cancelled at least 3 weeks (15-21 days or more) prior to a scheduled event.
- b. A **50%** refund of fees and deposits will be given for reservations cancelled between 8 and 14 days prior to a scheduled event.
- c. **No** refund of fees or security deposits will be given for reservations cancelled 7 days or less prior to a scheduled event **except** in emergency situations with the approval of Township Manager or Park Supervisor.

3. Key Pick-Up

- a. The key to the center may be picked up Monday through Friday during the week of the rental between 8am-4pm at the Township Municipal Building, 2233 Gettysburg Road, Camp Hill, PA. **Keys must be returned to the office or dropped in the business box in front the Township Municipal Building within 48 hours following your event.** Please see receptionist.
- b. You may enter the “Barn” after 10:00am on the day of your event. You must be out of the center by 11:00pm. Requests to change times may be submitted/directed to Wendy Hayden for approval.
- c. There will be a **\$25.00 fee for failure to pick-up the key** prior to your event. You may follow the procedures posted at the “Barn” to obtain a key.

4. Representative's Name

- a. The Representative listed on the rental application form, **must be in attendance** at the event.

5. Decorating and Clean-Up

- a. **You may decorate ONLY on the day of your event.** The Township Manager, Park Supervisor or their designated employee must approve all decorations in advance. A request to decorate

prior to the rental date must be authorized by the Township Manager/Park Supervisor or their designated employee. Send requests to Wendy Hayden. Such requests will be limited to special events, such as wedding receptions, and can only be authorized if the facility has not been reserved for that time period with the understanding that an additional rental fee will be charged.

- b. All decorations must be removed **immediately** after the event. No decorations should be attached to the walls, ceilings, etc and only double-sided tape is permitted. No nails, tacks, etc. are to be used to attach decorations. **ABSOLUTELY NO GLITTER OR CONFETTI CAN BE USED.**
- c. All trash, garbage, and paper must be gathered and placed in the proper containers. Cans and bottles are to be placed in the recycle containers. No trash is to be placed in the recycle containers. **ALL TRASH MUST BE REMOVED FROM BUILDING AND PLACED IN DUMPSTER LOCATED OUTSIDE.**
- d. Cleaning should include, but not limited to: sweeping, table/chairs returned to proper place, decorations removed, and bathrooms left in a reasonable condition. If tables and chairs are taken from the downstairs storage to upstairs for use (or vice versa), they are to be returned to the area in which you got them. **Should the center not be left in a clean condition, there will be a \$50.00 deduction from your security deposit.**

6. Security Deposit Refund

- a. The Security Deposit **will NOT be refunded** to the applicant if any of the following conditions occur:
 - (1) The facility is not vacated by the closing time of 10:30pm and clean up finished by 11:00pm.
 - (2) Any damage occurs to the facility during the time of the event as determined by the Township Manager, Park Supervisor or the designated employee.
 - (3) The center is not restored to the condition in which it was found prior to your event.
 - (4) Additional costs may be assessed if repair or replacement exceeds the security deposit.
- b. A refund check will be forwarded to you 2-3 weeks after your event pending inspection.

7. If you would like to use a tent for your event, **you must receive a permit for the tent from our Community and Economic Development Department.** A permit application is available. Please call for details and prices. Return completed application to Wendy Hayden. You may apply in person at the Lower Allen Township Municipal Services Center, 2233 Gettysburg Road, Camp Hill, PA. Phone: (717) 975-7575. The tents must be removed immediately following the event.

8. **Any person/persons violating any of the Rules and Regulations may be asked to leave the Township property by the Township police or other Township official in charge.**

I understand as the Representative I am responsible for adherence to these rules and regulations and the condition of the center and any damages to it. I have read and understand the rules and regulations governing the use of the "Barn" at the Lower Allen Community Park and I agree to comply with all the requirements as stated. I agree to assume all responsibility for any damages incurred beyond normal wear and tear and also assume all liability for personal damages or injuries incurred through use of the facility and relieve Lower Allen Township and its officials of any responsibility for such activities.

AUTHORIZED SIGNATURE _____ DATE _____