

North Newton Township Park Rental Agreement

Date of Rental: _____
** Rentals are on a 'first come, first served' basis & will be accepted no earlier than one year prior to the rental date. **

Name of Person Responsible for Rental: _____

Address: _____

Email: _____

Phone #: Daytime _____ Evening _____

Facilities to be reserved:

Community Room		<i>*Reservation of softball field and/or volleyball court is included with rental if requested & reserved in advance.</i>
Pavilion		
Softball Field*		
Volleyball Court*		

Opening Time: _____ Closing Time: _____

Resident of North Newton Township? Yes No

	1st Hour	Adt'l Hours	
COMMUNITY ROOM:	Township Resident	\$40	\$5 each _____
	Non-Township Resident	\$60	\$10 each _____
PAVILION:	Township Resident	\$40/day	_____
	Non-Township Resident	\$60/day	_____
Total Amount Due:			_____

Payment must be received four (4) weeks in advance of rental date. If payment is not received, the reservation will be canceled. To access the community room for your reservation, stop by the office at 528 Oakville Road one week prior to rental to pick up a key card.

Office Hours: Monday - Thursday 8:00 AM – 4:00 PM, Friday 8:00 AM – 12:00 PM

I, the undersigned party, am responsible for the rental as requested above and certify that the information provided is true and accurate. I have read the Park Event Hall Rules on page 2 and will abide by those rules. I understand the community room capacity is 65 people and that I am responsible for leaving the facility in the same condition as upon my arrival.

Signature: _____ **Date:** _____

Please make check payable to: *North Newton Township*

Please retain the rules on page 2 for your reference and submit payment and this rental agreement to:

North Newton Township
 528 Oakville Road
 Shippensburg, PA 17257

Phone: (717) 776-7665
 Fax: (717) 776-1364

North Newton Township Park Event Hall Rules

Township is not responsible for accidents or injuries that incur during the rental of the facility. If you encounter any emergency problems during your rental, call (717) 386-7908, (717) 226-2700 or (717) 440-3119 for assistance.

1. No alcoholic beverages in the building or on the grounds at any time.
2. No smoking inside the building. Dispose of cigarette butts in proper receptacles.
3. No excessive noise or disorderly conduct will be permitted at any time.
No loud music will be permitted.
4. All trash and garbage is the responsibility of the renter. All trash, including restroom trash, should be bagged and placed in outside dumpster. Extra bags are available in bottom cupboard under the kitchen sink.
5. Building is to be left in a clean, organized condition.
Please refer to the orange cleaning checklist posted in the kitchen.
6. No decorations are to be taped or nailed to walls or ceiling.
7. Person(s) renting the event hall will be responsible for any damages to the building or its contents.
8. North Newton Township reserves the right to ask anyone that does not abide by the rules to vacate the building and premises upon request.
9. Rental of the facilities does not reserve exclusive use of the outdoor areas.
Please respect the use of the outside facilities by other parties.
10. Renter is responsible to return any key card given for room access.
Unreturned cards are subject to a \$25.00 replacement fee.
11. Failure to abide by the building rental rules could result in possible civil suit actions and forfeiting future use of the facilities.
12. Upon signing this agreement, you agree to abide by the above Event Hall Rules.
13. North Newton Township Park grounds & the event hall are closed from 10 p.m. to 7 a.m.