

# 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 Hall   
 Pavilion   
 Softball Field\*  \*Reservation of softball field and/or volleyball court is  
 Volleyball Court\*  included with rental if requested & reserved in advance.

**Opening Time:** \_\_\_\_\_ **Closing Time:** \_\_\_\_\_

**Resident of North Newton Township?** Yes  No

		1 <sup>st</sup> Hour	+	Adt'l Hours	
<b>COMMUNITY HALL:</b>	Township Resident	\$40	+	\$5 each	_____
	Non-Township Resident	\$60	+	\$10 each	_____
<b>PAVILION:</b>	Township Resident	\$40/day			_____
	Non-Township Resident	\$60/day			_____
<b>Total Amount Due:</b>					_____

Payment must be received within two (2) weeks of reserving the date. If payment is not received, the reservation will be canceled. To access the community hall for your reservation, stop by the office at 528 Oakville Road one week prior to rental to pick up a key card.

**Cancellation Policy:**

- Cancellations received within 4 weeks of the rental date will be issued a 50% refund.
- Cancellations received more than 4 weeks out will incur a \$25 administrative charge.

*I, the undersigned party, am responsible for the rental as requested above and certify that the information provided is true and accurate. I agree to the Cancellation Policy and have read the Park Community Hall Rules on page 2 and will abide by those rules. I understand the community hall capacity is 65 people and that I am responsible for leaving the facility in the same condition as upon my arrival. I understand use of the facilities is at my own risk and hereby hold North Newton Township harmless for any loss I or my guests may incur by using the facilities.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Checks should be made 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

**Office Hours**

Monday-Thursday 8:00 a.m. – 4:00 p.m.  
 Friday 8:00 a.m. – 12:00 p.m.

# North Newton Township Park Community 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 community 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 Community Hall 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 Community Hall Rules.
13. North Newton Township Park grounds & the community hall are closed from 10 p.m. to 7 a.m.