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*	☐
Volleyball Court*	☐

**Reservation of softball field and/or volleyball court is included with rental if requested & reserved in advance.*

Opening Time: _____ **Closing Time:** _____ ***Reservations available from 7:00 AM – 9:00 PM.***

	1st Hour		Adt'l Hours	
COMMUNITY HALL:	$80	+	$10 each	_____
PAVILION:	$80/day			_____
	Total Amount Due:			_____

Payment must be received within two (2) weeks of reserving the date or 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. ***Unauthorized access other than paid reservation will incur additional charges.***

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. Please initial below to accept rental terms.

____ *I agree to the Cancellation Policy and have read the Park Rental Rules on pages 2 & 3 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. Should the room be left in an unsatisfactory condition, additional fees could be assessed to clean the facility and/or future rental requests declined.*

____ *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 Park Rental Rules 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

The Township is not responsible for accidents or injuries that incur during a rental.
If you encounter any emergency problems during your rental,
call (717) 226-2700, (717) 226-0555, or (717) 386-7908 for assistance.

Community Hall Rules

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 9 p.m. to 7 a.m.

North Newton Township Park

The Township is not responsible for accidents or injuries that incur during a rental.
If you encounter any emergency problems during your rental,
call (717) 226-2700, (717) 226-0555, or (717) 386-7908 for assistance.

Pavilion Rules

1. Park hours are 7 a.m. to 9 p.m.

2. No alcoholic beverages are permitted on the grounds or in the facilities at any time.

3. Dispose of cigarette butts and trash each in their proper receptacles.

4. No excessive noise or disorderly conduct will be permitted at any time.
   No loud music will be permitted.

5. Softball Field & Volleyball Court are occupied on a first come, first served basis unless reserved in advance.

6. At the end of your rental, please clean off tables/benches and empty both trash cans.
   Trash should be disposed of in dumpster and new trash bags placed in cans.
   (Extra bags can be found draped over the side of each trash can.)