

**Swatara Township Parks and Recreation Facilities Permitted Use Application**

**PLEASE PRINT CLEARLY**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person (if different from applicant): \_\_\_\_\_

Telephone of Contact Person (if different from applicant): \_\_\_\_\_

Park or Facility Requested: \_\_\_\_\_

Event Description: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

**IMPORTANT! READ CAREFULLY!**

A refundable **restroom key deposit of \$75** will be charged for each private group or individual who wishes to reserve or rent a park facility, pavilion, or field. The \$75 fee will be refunded upon return of the restroom key if the key is returned within 48 hours of completion of reservation or rental period.

Swatara Township residents requesting use of a park, field, or facility will not be assessed a rental fee for that use unless that use constitutes a personal pecuniary gain.

**Non-residents** of Swatara Township will be charged a **NON-REFUNDABLE** fee of \$100 for reservation or rental of any Swatara Township park, pavilion, field, or other facility. This fee is in addition to the \$75 key deposit.

Damage Fees will be assessed to the renter of record on the Permit Application Form for actual costs, including staff time, for repair, replacement, or damage to Township property, facilities or equipment caused by attendees of the event.

A copy of the renter's valid driver's license or photo identification card is required at the time of application for proof of residency.

A copy of this form must be kept with the requestor on site during the Facility Rental.

The renter was provided a copy of the **Parks and Facilities Rules of Use Form**. By signing below, you acknowledge and accept the rules of Swatara Township Parks and Recreation Facilities.

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>OFFICE USE ONLY:</b>	
RESTROOM KEY DEPOSIT PAID \$ _____	RENTAL FEE PAID \$ _____ CHECK # _____ CASH _____
RESTRICTIONS ON USE: _____ _____	
STAFF SIGNATURE: _____	APPROVED/DENIED (circle one) DATE: _____
DATE KEY RETURNED: _____	DATE DEPOSIT REFUNDED _____
STAFF SIGNATURE: _____	