

West Manheim Township Recreation Park

Pavilion Rental Policies

1. DEPOSITS

No Deposit is required for pavilion rentals, however, if damages are incurred or clean up cost is extensive; the group will be billed for damages and cleaning costs.

2. FEES

Rental fees must be paid at the time the reservation is made.

3. CANCELLATIONS/REFUNDS

Failure to cancel a reservation may result in a forfeiture of all fees. The township **MUST BE NOTIFIED TWO BUSINESS DAYS IN ADVANCE** of the reservation to receive a full refund or the renter may opt to reschedule at a later available date. Cancellations must be made by the person whose signature appears on the agreement. If the Township cancels a reservation, all fees will be refunded.

4. FACILITY AVAILABILITY

- A. Facilities are reserved/rented on a first come, first serve basis.
- B. The facility and park area must be vacated no later than 9:00 pm.
- C. Requests will not be granted to renters that have exhibited unacceptable conduct during previous rentals at the facility.

5. RENTAL AGREEMENTS

- A. Rental agreements must be signed by the renter and the designated Township staff to be valid.
- B. The rental reservation time frame should include any set-up or clean-up time required.
- C. West Manheim Township reserves the right to void an agreement to any group due to scheduling conflicts.
- D. No one under the age of 21 may enter into a rental agreement with West Manheim Township.
- E. Youth groups, or rentals on behalf of youths, must have a minimum ratio of 1 to 10, adults to youth.

6. EQUIPMENT USE

- A. Picnic tables may be available for the renter to utilize. Any additional tables and chairs needed must be arranged by the renter at the renter's cost. West Manheim Township does not provide additional tables and chairs.
- B. West Manheim Township does not guarantee the availability of any equipment.
- C. Equipment must be returned to the proper location and any equipment that is damaged will result in a bill to cover any replacement or repairs.

7. FACILITY RULES

- A. **Alcoholic beverages are not** permitted on all park grounds.
- B. **Use of nails, tacks, staples or tape** is not permitted and nothing may be hung from the ceiling or lighting fixtures. All decorations must be removed before departure. **NO CHALK OR SAND** in pavilions.
- C. The use of sound amplifying equipment will be monitored to ensure noise levels are comfortable for all other park users.
- D. All garbage/trash must be removed, by the renter, from the facility after the event and placed in the designated park dumpsters.
- E. All park ordinances and rules must be followed. A full list of policies is available at www.westmanheimtp.com