

FACILITY RESERVATION INFORMATION

- Park Hours 8:00am - Dusk.
- **Two checks are required to rent a facility.** One for the rental fee. The second is the \$50 damage deposit to insure that the pavilion is returned in good condition.
- **All rentals require a \$50 damage deposit.**
- The damage deposit will be returned to you after the rental as long as no damages are incurred and policies were followed.
- **Make checks payable to DCPR.**
- Payment of fees constitutes application for reservation.
- Phone reservations are not accepted.

FACILITY RENTAL FEES

(check the facility below that you would like to rent)

PAVILIONS:

- Fort Hunter West Pavilion** (river side) - Susquehanna Township ----- \$50/day
Seats 48 people - with electric
- Fort Hunter East Pavilion** (barn side) - Susquehanna Township ----- \$100/day
Seats 60 people - with electric
- Wildwood Olewine Pavilion** - Harrisburg ----- \$100/day
Seats 64 people - no electric
- Lykens Glen Small Pavilion** - Lykens ----- \$50/day
Seats 48 people - no electric
- Lykens Glen Large Pavilion** - Lykens ----- \$100/day
Seats 160 people - with electric
- Wiconisco Creek Pavilion** - Millersburg ----- \$50/day
Seats 35 people - with electric

FIELDS:

- Wiconisco Creek Softball Field #1** - Millersburg
 - Private Use ----- \$25/2 hours
 - League Play ----- \$15/game
 - Tournament ----- \$100/day
- Wiconisco Creek Softball Field #2** - Millersburg
 - Private Use ----- \$25/2 hours
 - League Play ----- \$15/game
 - Tournament ----- \$100/day
- Wiconisco Creek Soccer Field** - Millersburg
 - Private Use ----- \$25/2 hours
 - League Play ----- \$15/game
 - Tournament ----- \$100/day
- Wiconisco Creek Concession Stand** - Millersburg ----- \$50/event/season

POLICIES

(sign below that you read and understand policies)

- Dauphin County Parks and Recreation Department reserves the right to reject a facility reservation at any time if it believes the event or activity will unreasonably interfere with other existing or planned activities, including the normal conduct and use of county parks and recreational facilities.
- Alcoholic or intoxicating substances of any kind are prohibited. The use of such substances will result in immediate expulsion and forfeiture of any and all fees. Future applications for park used by individuals using such substances or groups associated with individuals will not be considered.
- The collection of fees or the sale of tickets, tangible goods or services on Dauphin County Parks and Recreation property is strictly forbidden.
- Pets are prohibited in the parks during special events. Feeding of geese is also prohibited.
- The potential lessee is reminded that this is a publicly owned facility location in a public park. The lessee is reserving only the pavilion or field itself and cannot rent the park.
- Amplified music is not permitted.
- Picnic tables must not be moved.
- Any temporary additions to the park such as tents, pony rides, concession stand, etc. are not permitted due to damage incurred to the park.
- Reservations not claimed within one hour of reservation time will be forfeited and the pavilion reopened for public use.
- Cooking may only take place in grills and fire places provided in the Park.
- Pavilion or field and surrounding area must be left in clean and in an orderly condition. Trash and litter must be placed in appropriate containers. Failure to do so will result in monetary penalty (withholding deposit) and loss of future reservations privileges.
- Use of fields may be subject to special conditions.
- Vehicular parking is permitted only in the established parking lots. Parking is not permitted on the grass or in the pavilion areas.
- Cancellations made less than (2) weeks before rental are not eligible for refund of rental fee. Your security deposit will be returned to you. Refunds are not made for inclement weather. An administrative fee of \$5 will be charged on all cancellations. Any returned checks will result in a \$20 fee.
- Please bring your copy of your approved pavilion application with you on the date of your rental and be prepared to exhibit it to Park Security if requested.

LESSEE'S SIGNATURE _____ DATE _____
(must be signed & dated by renter)

COMPLETED BY PARK STAFF:			
APPROVED BY PARK STAFF: _____			
FEE PAID: _____	CHECK #: _____	DEPOSIT PAID: _____	CHECK #: _____
SIGNATURE: _____		DATE: _____	

IN CASE OF EMERGENCY DURING RENTAL:

PARK SECURITY
717-780-6333
(WEEKENDS/EVENINGS)

PARK MAINTENANCE
717-599-5359
M-F 8AM – 4:30PM

DEPT. PARKS & REC.
717-599-5188
M-F 8AM – 4:30PM