

OFFICE OF PARKS & RECREATION  
100 FORT HUNTER ROAD  
HARRISBURG, PA. 17110  
(717) 599-5188  
(717) 599-5397 FAX

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## FACILITY RENTAL APPLICATION

After processing, a signed copy will be sent to you – please bring that copy with you on the day of your rental.

Today's Date: \_\_\_\_\_

### Contact Information:

Contact Person: \_\_\_\_\_  
(person reasonable for rental/copy of application sent to this person at address below)

Organization: \_\_\_\_\_  
(example: church name / company name, etc. – N/A when doesn't apply)

Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### Rental Information:


Facility: \_\_\_\_\_ Date: \_\_\_\_\_  
(park name and pavilion/field name) (include day of week)

Rental Time: Start time: \_\_\_\_\_ a.m./p.m. End time: \_\_\_\_\_ a.m./p.m.  
(include setup time) (all parks close at dusk)

Name of your event: \_\_\_\_\_  
(event name you want posted at pavilion)

### Two Checks Enclosed with Application:

Fee \$: \_\_\_\_\_ PLUS (+) Damage Deposit \$: \_\_\_\_\_  
((\$50 required))

 Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_  
(rental not valid without signature of renter with date)

### PLEASE NOTE:

- ❖ All sections of this page must be completed by rental
- ❖ All three (3) pages of this application must be returned
- ❖ Fee and Deposit Checks must be enclosed
- ❖ Page one (1) and Page three (3) must be signed by renter
- ❖ All rentals are first come first serve
- ❖ A signed copy by park staff will be sent to the above address if date is available

## 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 (returned after rental if warranted).
- The damage deposit will be returned to you after the rental as long as no damages were incurred and policies were followed.
- Make checks payable to DCPR (Dauphin County Parks & Recreation). Checks preferred.
- Payment of all fees, with completed and signed application, establishes reservation.
- Phone or Fax reservations are not accepted.

### Facility Rental Fees

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

#### Pavilions:

- Fort Hunter West Pavilion (river side) - Susquehanna Township ----- \$50/day  
Seats 48 people - has grill, has electricity
- Fort Hunter East Pavilion (barn side) - Susquehanna Township ----- \$100/day  
Seats 60 people - has grill, has electricity
- Wildwood Olewine Pavilion - Harrisburg ----- \$100/day  
Seats 64 people - has grill, has electricity
- Wildwood North Pavilion - Harrisburg ----- \$50/day  
Seats 32 people - has grill, *no electricity*
- Lykens Glen Small Pavilion - Lykens ----- \$50/day  
Seats 48 people - has grill, *no electricity*
- Lykens Glen Large Pavilion - Lykens ----- \$100/day  
Seats 160 people - has grill, has electricity
- Wiconisco Creek Pavilion - Millersburg ----- \$50/day  
Seats 35 people - has grill, has electricity

#### Fields: (must rent field for bases)

- Wiconisco Creek Softball Field #1 - Millersburg
  - Private Use ----- \$25/2 hours
  - League Play ----- \$15/game
  - Tournament ----- \$100/day
- Wiconisco Creek Softball Field #2 - Millersburg/*closest to pavilion*
  - 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  
(arrangements *must be made shortly* after rental to return concession stand key)

# POLICIES

(Sign below affirming that you have read, understand, accept and agree to abide by policies)

- Alcoholic or intoxicating or any illegal 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 such 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 renter is reminded that this is a publicly owned facility location in a public park. The renter is reserving only the pavilion, room, or field itself and **cannot rent the park**.
- Amplified music is not permitted.
- Picnic tables must not be moved.
- No temporary additions to the park such as tents, pony rides, concession stand, jumpy castles, etc. are permitted.
- Reservations not claimed within one hour of reservation time will be forfeited and the facility reopened for public use with no refund of cost, rent payments, or fees.
- Cooking may only take place in grills and fire places provided in the Park. Gas grills are **not** permitted in parks.
- All areas of the park or field 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 damage 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 date 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 or otherwise dishonored checks or negotiable instruments will result in a \$20 fee.
- Please bring your copy of your approved facility application with you on the date of your rental and be prepared to exhibit it to Park Security if requested.
- All facilities are rented in "as is" condition. The potential renter has inspected the facilities and relies on his/her or its own inspection and no representation of the Dauphin County Parks and Recreation Department or any other person or entity.
- Renters are not allowed to use or possess any dangerous or explosive substances or items in the rented facility or the park or recreation area.
- Renters are responsible for their conduct and the conduct of their guests or invitees and are responsible for any damage they cause or caused by any of their guests or invitees.
- Renters and their guests or invitees must comply with all applicable laws, statutes, ordinances, rules and regulations.
- Renter(s) individually and severally, indemnifies and holds harmless the County of Dauphin and the Dauphin County Parks and Recreation Department, for any claims, suit or legal action, by itself or any of its guests or invitees, based on any personal injury or property damage suffered by them at the rented facility, or the park or recreation area in which it is located, or from any claims, suits or legal actions of third parties based in whole or in part by any action, conduct or failure to act of renter(s) or renter(s)'s guests or invitees, including but not limited to costs of defense of such claim, suit or legal action.



Rental Signature \_\_\_\_\_ Date \_\_\_\_\_

(Rental not valid without signature of renter. If more than one signature, obligations are joint and several)

**Completed By Park Staff**

Approved By Park Staff:

Fee Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Deposit Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

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

Mary C. Baratucci Administrative Assistant/Pavilion & Field Coordinator

In Case of Emergency During Rental:

Park Security  
717-780-6333  
(weekends/evenings)

Park Maintenance  
717-599-5359  
M-F 6:30am – 2:30pm

Dept. Parks & Rec.  
717-599-5188  
M-F 8am – 5:00pm