

**PENN TOWNSHIP, LANCASTER COUNTY**  
**97 N. PENRYN ROAD**  
**MANHEIM, PA 17545**  
**www.penntwplanco.org**

## **USE OF PENN TOWNSHIP FACILITIES AND GROUNDS**

Use of Township facilities and grounds may be requested by making written application to the **Penn Township Municipal Office for use of the meeting rooms and fields**. In considering such applications, Penn Township-sponsored functions and meetings shall have priority.

Anyone requesting the use of Township facilities will be classified in one of the following three Applicant categories by the Administration and approval shall be subject to payment of the appropriate fees in accordance with the Township's fee schedule. Such fee schedule and costs have been established by Resolution by the Board of Supervisors and made part of this policy.

<b>CLASS A</b>	All organizations affiliated with or supervised by Penn Township
<b>CLASS B</b>	Residents of Penn Township and Businesses and Non-Profit Organizations (Civic, Fraternal, Religious, Educational, etc.) located in or supported by Penn Township
<b>CLASS C</b>	All others

### **GENERAL CONDITIONS**

- SMOKING IS PROHIBITED in all Township-owned buildings.
- DRUGS AND ALCOHOL ARE PROHIBITED on Township property at all times.
- The Township reserves the right to restrict and/or cancel any approved use at any times.
- The Township may require a refundable deposit from which damages, and clean-up may be recovered. Out-of-pocket costs will be assessed to the Applicant (i.e., lining of fields, mowing, special arrangements, etc.)
- All Applicants granted use of Penn Township facilities are expected to exercise care in protecting Township property from damage. All damages will be the responsibility of the Applicant. The Applicant shall supervise activities to prevent disorderly conduct at any time while using Township facilities. Only appropriate uses will be permitted. The Applicant shall be responsible for any special needs. No safety violations are permitted.

Failure to conform to the above conditions, and those set forth in the rental agreement, or to adhere to the Penn Township rules and regulations, will cause Penn Township officials to immediately terminate use of buildings and facilities and to deny such use to the Applicant in the future.

### **INSURANCES**

Unless waived, applicants requesting use of any facility are required to obtain **liability insurance** with the stated minimum limits listed below. In addition, a certificate of insurance naming Penn Township **as an ADDITIONAL INSURED** must be received by the Township at least two (2) weeks prior to the rental date. Failure to require these documents shall not be deemed a waiver thereof.

LIMITS: \$500,000 combined single limit bodily injury/property damage.

**Penn Township will not be liable or responsible** to any person or persons engaging in the entertainment or employed by the renting organizations in connection therewith, or any person or persons attending, or entering or leaving the premises (rented facility/grounds). It being understood that the renting organization assumes all responsibility and liability for accidents or injuries which may occur or any claim which may arise out of the use of the premises and does further hold harmless Penn Township, its agents or employees from any and all claims whatsoever that may arise from this rental.

All checks are to be made payable to Penn Township for field reservations or Penn Township Meeting Room reservations.

Mail or deliver to:

Penn Township  
97 N. Penryn Road  
Manheim, PA 17545

PENN TOWNSHIP SCHEDULE OF FEES

*All rental fees are due upon receipt of an invoice. Make checks payable to "Penn Township".*

	Class A	Class B	Class C
1. TOWNSHIP MEETING ROOM & FACILITIES:	N/C	N/C	\$50/HR
2. SECURITY DEPOSIT: To cover possible clean-up, damage etc. Refundable within ten (10) business days	N/C	N/C	\$500.00 per use
3. RECREATIONAL FIELDS	N/C	N/C	\$75/HR up to a max of \$500

**Penn Township reserves the right to adjust rental fees in special instances as necessary.**

**No charge or payment of applicable fee and security deposit shall in no way absolve the renter of the liability for the cost to repair damages in excess of the security deposit. Fees to repair damages shall be assessed at the actual cost of the repair(s).**

**RESTRICTIONS: NO FOOD OR DRINK PERMITTED IN MEETING ROOM OR LOBBY, EXCEPT BY SPECIAL PERMISSION, FEES FOR DAMAGE TO TOWNSHIP PROPERTY WILL BE ASSESSED ACCORDINGLY.**

# ***PENN TOWNSHIP FACILITIES Rules and Regulations***

## **PARK HOURS: DAWN TO DUSK**

1. NO PERSON SHALL PERMIT ANY DOG OR OTHER ANIMAL TO RUN AT LARGE WITHIN TOWNSHIP PROPERTY. ALL DOGS AND OTHER ANIMALS SHALL BE ATTENDED TO AND MAINTAINED ON A LEASH AT ALL TIMES. ALL PERSONS SHALL BE RESPONSIBLE TO REMOVE FECES DEPOSITED BY HIS OR HER ANIMAL.
2. NO PERSON SHALL DISCHARGE WITHIN ANY TOWNSHIP PARK ANY FIREARMS, AS DEFINED WITHIN THE PA UNIFORM FIREARMS ACT, EXCEPT AS SUCH DISCHARGE MAY BE DONE IN ACCORDANCE WITH APPLICABLE LAW.
3. NO PERSON SHALL USE OR POSSESS WITHIN ANY TOWNSHIP PARK ANY BOW AND ARROW, SLING SHOT, AIR RIFLE OR OTHER DEVICE CAPABLE OF THROWING ANY PROJECTICLE OF ANY SORT, INCLUDING THE HAND THROWING OF ROCKS OR STONES INTENDED TO BE USED AS WEAPONS.
4. NO PERSON SHALL TRANSPORT, POSSESS OR BE UNDER THE INFLUENCE OF ALCOHOL OR CONTROLLED SUBSTANCES.
5. NO PERSON SHALL REMOVE, INJURE, OR DAMAGE ANYTHING NATURAL OR PHYSICAL ON TOWNSHIP PROPERTY.
6. NO PERSON SHALL DEFACE OR DESTROY ANY POSTED SIGNS.
7. NO PERSON SHALL LITTER OR DISCARD DEBRIS OF ANY KIND ON TOWNSHIP PROPERTY, EXCEPT INTO APPROPRIATE CONTAINERS.
8. NO PERSON SHALL OPERATE ANY MOTOR VEHICLE ON ANY PATH. PEDESTRIANS, BICYCLES, SKATEBOARDS AND ROLLERBLADES ARE PERMITTED ON PATHS.
9. INTERFERENCE BY PERSONS ON A BICYCLE, SKATEBOARD AND ROLLERBLADES WITH PEDESTRIAN TRAFFIC ON A PATH IS PROHIBITED.
10. ALL PERSONS ARE TO MAINTAIN APPROPRIATE AND RESPECTFUL BEHAVIOR AT ALL TIMES WHILE ON TOWNSHIP PROPERTY. LOITERING AND/OR PUBLIC DISTURBANCES, INCLUDING, BUT NOT LIMITED TO LEWD OR VULGAR AND EXCESSIVE NOISE IS PROHIBITED ON TOWNSHIP PROPERTY.
11. DRIVING OR CHIPPING OF GOLF BALLS IS PROHIBITED ON TOWNSHIP PROPERTY.

ANY DEVIATION FROM THESE RULES SHALL CONSTITUTE A VIOLATION OF ORDINANCE #2011-04 AND BE PUNISHABLE, UPON CONVICTION, BY A MINIMUM PENALTY OF TWENTY-FIVE (\$25.00) DOLLARS AND A MAXIMUM PENALTY OF SIX HUNDRED (\$600.00) DOLLARS.

PLEASE PRINT OR TYPE ALL INFORMATION

**APPLICATION FOR (RENTAL) USE OF PENN TOWNSHIP FACILITIES**

**Penn Township, Lancaster County**  
**Attn: Township Manager**  
**97 N. Penryn Road**  
**Manheim, PA 17545**  
**Ph.: 717-665-4508**  
**Fax: 717-665-4105**  
**E-mail: manager@penntwplanco.org**

**1. ORGANIZATION or INDIVIDUAL REQUESTING RENTAL (USE) OF FACILITY:**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
(Individual in charge of activity if different from above)

Email Address for Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ between 8:00 AM and 4:30 PM

\_\_\_\_\_ After 4:30 PM

Type of Organization: \_\_\_\_\_  
(Specify – Service, Religious, etc)

Type of Activity: (Be Specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Will an admission/participation fee be charged?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**3. Date(s) Requested:** (Attach Schedule if Necessary) \_\_\_\_\_

**4. Time of event:** from \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM

**5. Facilities Requested:** (Check appropriate box(es))

Building:

\_\_\_\_\_ Penn Township Meeting Room (lg)

\_\_\_\_\_ Penn Township Meeting Rm (sm)

Fields:

\_\_\_\_\_ Sweetbriar Creek Park Baseball Field

\_\_\_\_\_ Sweetbriar Creek Park Soccer Field

\_\_\_\_\_ Sweetbriar Creek Park Volleyball Court

\_\_\_\_\_ Sweetbriar Creek Park Basketball Court

\_\_\_\_\_ Cedar Hollow Park Baseball Field

\_\_\_\_\_ Cedar Hollow Park Soccer Field

**Insurances:** Unless waived, applicants requesting use of any facility are required to obtain liability insurance with the stated minimum limits listed below. In addition, a certificate of insurance naming Penn Township as an ADDITIONAL INSURED must be received by the Township at least two (2) weeks prior to the rental date. Failure to require these documents shall not be deemed a waiver thereof.

LIMITS: \$500,000 combined single limit bodily injury/property damage.

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**Acknowledgment of receipt of Rules and Regulations:** The undersigned hereby acknowledges receipt of the rules and regulations pertaining to the use of Penn Township property. It is understood that the failure to comply with these rules and regulations may result in the forfeiture of any posted security deposit; the future use of the facilities or possible prosecution.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Type or Print Name as it appears above \_\_\_\_\_

### FOR OFFICE USE ONLY

**FIELD AUTHORIZATION:**

\_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Township Manager or his or her designee

**PENN TOWNSHIP MEETING ROOM AUTHORIZATION:**

\_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Township Manager or his or her designee

**COMMENTS:**

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