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| Upper Mifflin Athletic Park  785 Roxbury Rd, Newville, PA 17241  (717) 713-4092  [uppermifflinap@aol.com](mailto:uppermifflinap@aol.com)  Application for Rental of Township Facilities |  |

**Applicant Details**

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

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

City: St: Zip: \_\_\_\_\_\_\_\_\_

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

**Organization Details**(*if applicable*)

Organization/Group Name:

Address:

City: St: Zip: \_\_\_\_\_\_\_\_\_\_

**Facilities Requested**

Gym: ☐ Pavilion: ☐ Concession Stands: ☐

Kitchen: ☐ Baseball Field: ☐ Other (specify below): ☐

Other Facilities Requested:

**Reservation Details**

Reservation Date (mm/dd/yyyy):

Event Start Time: AM/PM Event End Time: AM/PM   
Activities Planned:

Special Requests/Requirements:

**Policy & Rules Agreement**

Applications will only be accepted if they are submitted according to the Reservation Process detailed on the attached “Rental Policy.” Additionally, each page of the “Rental Policy” must have the dated handwritten or typed initials of the applicant as well as the applicant’s signature on the final page of the “Rental Policy.”

**Cancellation Policy**: Cancellations made in writing or via email at least fourteen (14) days or more before the event will receive a full refund of rental fee and security deposit. Cancellations made less than fourteen (14) days in advance will receive a refund of the rental fee, but no refund of the security deposit.

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**Payment & Security Deposit Policy**: Rental fees **MUST** be paid at least fourteen (14) days prior to the reservation. Failure to pay the rental fee by at least fourteen (14) days prior to the reserved event will result in cancellation of the reservation without refund of the security deposit.

**Key Return Policy**: Keys for the facilities will be provided at the discretion of the Facilities Coordinator, but keys **MUST** be returned to Facilities Coordinator after use of the facilities. Failure to return keys as instructed by the Facilities Coordinator may result in a loss of the applicant’s security deposit.

**By signing below, you agree to be bound by the following statement and all rights and liabilities it entails**:

I have received, reviewed, and understood the “Rental Policy” attached to this document and, after being afforded a reasonable amount of time to consider the aforementioned policies, I agree to abide by the provisions contained therein, as well as any and all applicable ordinances and state and federal laws.

X

Applicant

Date:

**Questions or Assistance Needed?**

Contact Facilities Coordinator, Heather Mitten, at (717) 713-4092 or [uppermifflinap@aol.com](mailto:%20uppermifflinap@aol.com).

**OFFICE USE ONLY**

Proof of Insurance: ☐ Security Deposit: ☐ Application Reviewed: ☐ Application Approved: ☐

X

Heather Mitten

Facilities Coordinator

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Initials:

Upper Mifflin Township   
455 Whiskey Run Road   
Newville, PA 17241

**Rental Policy**

Upper Mifflin Township has established this policy for the purpose of conveying the rules, regulations and procedures regarding the use of Township facilities. This policy covers the use of the Upper Mifflin Athletic Park, including but not limited to the gym, pavilion, baseball field, concession stands, band stand and the field.

RESERVATION PROCESS:

1. Upper Mifflin Township facilities shall be rented on a first-come, first-served basis. A reservation may be confirmed but shall not be considered final until the applicable Rental Agreements are completed, deposit/fees are paid, and proof of insurance is filed if insurance is required. Reservations may be made up to one year in advance of the date of an event. Reservations must be made at least 14 days before the event is to take place.
2. The Board of Supervisors shall set the rental fees, security deposit and insurance requirements for the use of the Township facilities. The amounts may be reviewed and may be changed from time to time as the Board may so choose.
3. The rental fee is due fourteen calendar days prior to the scheduled event and must be paid during normal business hours unless other arrangements are made. If full payment is not received at least fourteen days prior to the event, the rental contract will be cancelled without notice and the security deposit will be forfeited. If the 14-day deadline falls on a weekend or a holiday, the amount due must be paid by close of business on the next business day.
4. Reservations made for organizations and/or groups of minors must be made by a responsible adult, at least 18 years of age. There must be sufficient adult supervision at all times during the rental period as well, to insure proper conduct of the attendees. The individual who makes the reservation will assume full responsibility for the conduct of the attendees, and will be responsible for any injury or damage that occurs during the rental period. Upper Mifflin Township shall not be liable for any injury or damages that may occur during the rental period.

CANCELLATION PROCESS:

1. The Township will have priority use of the facilities for any official meetings or business. A rental contract approval may be withdrawn with reasonable notice provided, if the facility is needed for official use. If this occurs, a full refund will be provided.
2. Refunds for reservation cancellations require written or emailed notice. If the facility is closed due to adverse weather conditions or other causes beyond the control of the Township, such as plumbing or electrical failure or government directive such closures due to public emergency or pandemic, a full refund shall be granted or an attempt will be made to accommodate another date.

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Initials:

1. To request a cancellation, send an email to Heather Mitten at uppermifflinap@aol.com or send a written request to the Township office at 455 Whiskey Run Road, Newville, PA 17241.
2. Rental fees and security deposit will be refunded if a cancellation is made with at least fourteen days’ notice before the scheduled event. If the cancellation is received by the Township with a notice of less than fourteen calendar days, the rental fee will be refunded but the security deposit may not be refunded at the discretion of the Board of Supervisors.

ACTIVITIES

1. Smoking shall be permitted outside the facilities, and on Township property. Cigarette butts are to be disposed of in designated containers.
2. Burning on Township property shall be permitted, to include fire pits, campfires and grills, as long as they are well attended at all times and properly extinguished.
3. Weapons on Township property shall be permitted as long as the conceal and carry laws are adhered to at all times.
4. The serving or consumption of alcoholic beverages will be permitted at Township facilities with the following stipulations: it is the sole responsibility of the Renter to insure all consumers are of legal age (21), the sale of alcohol is prohibited, and the Renter will be responsible for the amount of alcohol that is served to each consumer.
5. Renters are responsible for the behavior of their guests and they are also responsible to control the number of guests at their event. Renters and guests who violate rules may lose the privilege of using Township facilities in the future.
6. Any fundraising activities must be specified on the rental contract. The Township Board of Supervisors may, at its discretion, waive security deposits, rental fees and other requirements for certain events, such as events that will provide a community service or other type of donation to the community.
7. Events that involve selling things, such as craft sale, bake sale, yard sale and the like may or may not be permitted, based on whether the sales are to be for profit, for charity, or other. Such applications will be considered on a case by case basis.
8. The operation and parking of motor vehicles is permitted only in designated parking areas.
9. The Renter shall be responsible for meeting requirements of all federal, state and local laws, regulations and ordinances. The Renter shall obtain all necessary permits/approvals for their event, and they shall obtain the necessary insurance coverages to address injury to persons and damage to property in the limits specified by the Township.
10. The Township reserves the right, at the discretion of the Board of Supervisors, to require specific conditions and other assurances, such as security, or emergency service stand by, based on the proposed event activities. It also reserves the right to completely reject an event application if the Board chooses to do so. Renters understand that the Board has complete discretion to reject an event application for any reason or for no reason given.

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Initials:

DECORATIONS AND USE OF TOWNSHIP PROPERTY

1. The use of adhesive tape, staples, nails, tacks, etc. on pavilion support posts and gym ceiling/walls is strictly prohibited. Any items that create holes or leave glue or other residue on any surface is not permitted, including bubble machines and fog machines.
2. No cleats, spike heels or wheeled items are allowed in the gym, including wheeled shoes, skateboards, scooters, roller blades and hoverboards. Non marking shoes only are permitted in the gym.
3. The use of sand, pebbles, rocks, glitter, rice, birdseed and confetti are not permitted in the facilities. The use of glass is prohibited as well. All decorations, including balloons, signs and streamers, must be removed at the conclusion of the event unless permission to do otherwise has been specifically provided by the Facility Coordinator or other Township official.
4. Renters must use their own ladders or other devices to put up decorations and in doing so they will assume all risk of injury.
5. Pets and animals are not permitted in Township facilities. Service dogs specifically trained to perform tasks for a person with disabilities are permitted.
6. Renters may not set up the day before their event unless they have rented for that day as well. At the end of the event the facility must be clean and vacated. The facility must be left as it was found, clean and free of trash. Failure to comply with the “Condition of the Facility” rules will result in use of the security deposit to clean up as needed. If applicable, lights must be turned off and the door(s) must be locked. Keys must be returned as directed when the keys were issued.
7. Security deposit will be returned within ten business days of the conclusion of the date of the scheduled event. A statement will be provided to outline charges, if any, taken from the security deposit. The charges to the security deposit will be based on a determination made at the discretion of the Facilities Coordinator, on a case by case basis. In the event that the amount of damages exceeds the amount of the security deposit, Renter shall be responsible for the additional amount due and shall remit payment in full immediately upon receipt of the statement of damages charged.

DAMAGE TO PROPERTY OR INJURY TO PEOPLE: WAIVER AND RELEASE

1. The Renter and their insurance company are responsible for any and all damage or injury that may occur on Township property and in Township facilities. Upper Mifflin Township shall not be liable for any personal injury or damages that may occur during any rental period. In addition, Upper Mifflin Township is not responsible for any items that may be lost or stolen before, during or after a rental event. Further, the Renter agrees to hold harmless Upper Mifflin Township and its employees from any expense or cost associated with the use of the facilities and the Renter agrees to assume all responsibility for liability that arises from their use of the facilities.

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