

Upper Mifflin Township 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 field.

- Upper Mifflin Township facilities shall be rented on a first-come, first-serve basis. A reservation may be confirmed but shall not be considered final until the applicable Rental Agreements are completed, deposits/fees are paid, and insurance is filed, if required.
- The Township will have priority use of said facilities for any official meetings or business. A rental contract approval may be withdrawn if the facility is needed for official use with reasonable notice provided.
- Smoking and the use or possession of weapons, firearms, drugs or controlled substances is strictly *prohibited* in all facilities. Law enforcement personnel on duty are excluded and may carry while on premise.
- The serving or consumption of alcoholic beverages at all Township facilities is allowed however, it is the sole responsibility of the renter to ensure all consumers are of age. The sale of alcohol is strictly *prohibited*. The use of glass is also *prohibited*.
- Any fundraising activities must be specified on the rental contract.
- The operation and parking of motor vehicles is permitted only in designated parking areas.
- The use of adhesive tape, staples, nails, etc. on pavilion support posts and gym ceiling/walls is *prohibited*. See "*Decorations Policy*" for additional rules on decorations in the gym.
- The "*Rental Agreement*" or "*Recurring Rental Agreement*" must be completed by a person of at least 18 years of age who represents the organization/group requesting the use of the facility. The person completing the contract is responsible for the conduct of the group, for all fees and charges, and to ensure that the facility/pavilion/fields is left in the appropriate condition. They will be liable for any damages.
- Reservations made for organizations and/or groups of minors must be made by a responsible adult. There must be sufficient adult supervision at all times during the rental period to assure proper conduct of the group.
- The security deposit must be paid in full and "*Rental Agreement*" completed in order to finalize a rental reservation.
- The rental fee is due fourteen (14) business days prior to the event and during normal business hours. If full payment is not received fourteen (14) business days prior to the

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event, the rental contract will be cancelled without notice and the security deposit will be forfeited.

- The renter may not set-up prior to the rental date unless they rented that date as well. Facility must be clean and vacated by the end of rental time.
- The contract holder is responsible for all proper clean-up and closing of the facility/pavilion/fields. This includes pick up of all trash and disposal in the provided dumpster located just to the side of the front of the gym. Contract holders who do not comply with all rules may have all or a portion of the security deposit withheld. See the *“Condition of Facility”* section for the rules, as they apply per facility, for the return of security deposits. The security deposit shall be returned within ten (10) business days after the date of the scheduled event.
- It is understood by the Township that the outdoor facilities and a degree of wear and tear is expected. Any damages found will be reviewed and the determination of liability will be handled on a case by case basis.
- The contract holder is legally responsible for any/all damage or accident which may occur in the rented facility. Upper Mifflin Township shall not be liable for any personal injury or damages that may occur during the rental period.
- If there are any problems with the facility on the day of the reservation, it is the responsibility of the contract holder to notify Upper Mifflin Township by the end of next business day.
- The contract holder is responsible for meeting all federal, state and local laws and/or regulations. They are also responsible for obtaining the necessary permits/approval from the appropriate agencies.
- The Board of Trustees by resolution will set rental fees, security deposit and insurance requirements for the use of Township facilities.
- **In-kind Donations:** The Township may waive the rental fees, security deposits and insurance requirements for groups which are providing an in-kind or community related donation event.
- **Community Events:** Upper Mifflin Township recognizes that festivals and similar events may have a positive impact in building a sense of community. On a case by case basis, the Board of Trustees will vote whether or not to allow use of the entire park and any associated facilities for such an event. The Board of Trustees may place conditions on the use (for example: review by police and/or fire department, insurance, parking, emergency access, noise, clean-up, or security). The Board of Trustees may in its discretion waive or reduce any rental fees.
- Refunds for reservation cancellations require written notice, see *“Cancellation & Refund Policy”* for details. If the facility is closed due to adverse weather conditions or other causes beyond the control of the Township (plumbing or electrical failure, Covid), a full refund shall be granted or an attempt will be made to accommodate another date.

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- The contract holder agrees to hold harmless Upper Mifflin Township and its employees from any expense or cost in connection with the use of Township facilities and further agrees to assume all responsibility for liability of any kind. The Upper Mifflin Township Facility Rental Policy is intended to protect the Township and its residents from any potential liability. This policy is not intended to apply to official Township meetings and/or activities.
- CDC guidelines are to be followed
- You may reserve your date 1 year prior by paying the security deposit.
- The use of tape (includes 2-sided with plastic hooks), pins or tacks, 3M hooks, tacky glue, or any other decorating device on any surface is not allowed.
- The use of tape, pins, tacks, glue or any other adhesive type products are not a permitted use on any ceilings.
- Renters must use their own ladders or other devices to hang items from the ceiling/walls. Upper Mifflin Township will not provide a ladder. Renter alone is responsible for any injuries resulting from use of personal ladders or other devices.
- Masking/Fabric/Painters Tape (no duct/packaging tape) is the **only** adhesive allowed on walls, floors, etc.
- Upper Mifflin township does not allow any type of sand/pebble/rock to be brought into the facility along with glitter, rice, birdseed, or confetti.
- Candles are permitted but must be in a container/holder of sufficient size for the candle so wax does not drip onto the tables, linens, and/or floor.
- All decorations must be removed from the facility by the conclusion of the event, unless other arrangements are made with the Facility Coordinator prior to the event.
- Balloons/streamers must be removed from the facility and any poles or the sign once the event is over.
- No Pets are allowed in the facility.
- A violation of this section may result in a withholding from your damage deposit

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- All reservation cancellations must be made in writing. Email is acceptable.

Rental fees already paid, and security deposit refunds will be granted up to fifteen (15) calendar days prior to the event.

Cancellations received fourteen (14) calendar days or less before the event will be refunded any rental fees already paid but **WILL NOT** receive a security deposit refund.

To request a cancellation send an email to Lauren Lebo at, uppermifflinathleticpark@gmail.com or send a written request to the township office at 455 Whiskey Run Road, Newville, PA 17241.

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