



# SUPERVISORS OF SPRINGFIELD TOWNSHIP

13300 Ridge Road, West Springfield, Pennsylvania 16443

Phone: (814) 922-3274 ~ Fax: (814) 922-3971 ~ e-mail: [sprtwp@aol.com](mailto:sprtwp@aol.com)

## **Raccoon Park Pavilion Rental Agreement**

Please complete the top portion of the rental agreement. If there is no formal "Group" associated with this rental, indicate function (i.e. Smith family reunion, Smith graduation party, etc.). If mailing your rental agreement, attach a copy of your driver's license.

Mail the completed/signed agreement, along with one check for the rental fee (\$150) and a separate check for the deposit (\$50). IF YOU ARE USING A MONEY ORDER, just do one for \$200.00 as I will have to cash the deposit and will be unable to return the money order to you. Upon satisfactory final inspection of the pavilion your voided deposit check will be returned to you. Make checks payable to "Springfield Township" and send to:

13300 Ridge Road  
West Springfield, PA 16443

Once your paperwork/payments are received, your reservation will be firm.

As your date gets closer, contact our office (814-922-3274) to arrange for pick-up of a key.

We hope you enjoy the use of our pavilion!

## **Raccoon Park Pavilion Rental Agreement**

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

Date of Reservation: \_\_\_\_\_

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

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

Group: \_\_\_\_\_

Driver's License: \_\_\_\_\_

(Please attach a copy)

Reservation Fee - \$150

Check \_\_\_\_\_

Cash \_\_\_\_\_

Security Deposit - \$50\*

Check \_\_\_\_\_

Cash \_\_\_\_\_

If reservation is cancelled at least two weeks in advance deposit is refundable.

\*Upon satisfactory final inspection, deposit will be returned.

**>>>>NOTE: NO REFUNDS FOR INCLEMENT WEATHER<<<<<**

**RULES AND REGULATIONS:** FAILURE TO COMPLY WITH THE FOLLOWING MAY RESULT IN LOSS OF SECURITY DEPOSIT:

- Rental fee entitles the group to exclusive use of the pavilion and kitchen area ONLY. All other areas of Raccoon Park (old pavilion, grassy areas, restrooms) are shared with other members of the public at the park. Any person/group using the pavilion during the same period as your contracted picnic must vacate the pavilion reserved for your group.
- The person signing this agreement and the leader of the group will be responsible to see that the rules and regulations are followed throughout the scheduled picnic.
- Park Hours: 7:00a.m. until sunset (per Township ordinance)
- Clean-up:
  - ✓ The kitchen/pavilion must be cleaned and left in the same condition in which it was found upon arrival.
  - ✓ All waste and disposable materials must be placed in the receptacles provided.
  - ✓ All clean-up MUST be completed prior to closing time.
- Litter: Debris from your picnic must be picked up throughout the park grounds and disposed of in the receptacles provided.
- Charcoal grills are available for use: Charcoal must be extinguished before leaving the park.
- No abuse or destruction of any property will be tolerated.
- Parking permitted in parking lot only. No parking on grass.
- No ATV's permitted (per Township ordinance).
- Any directional signs erected for the purpose of directing people to the picnic must be removed by the end of the day. Security deposit will be forfeited if Township personnel are called upon to remove such signs.
- No alcohol within boundaries of the park (per Township ordinance).
- Violations of the Rules and Regulations may result in termination of rental agreement, removal of offenders by authorized Township representatives and loss of security deposit.

I have read and understand the foregoing Rules and Regulations for the use of the Park and understand the consequences of violations.

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

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