

OUTDOOR FACILITY REQUEST FORM: Municipal Parks

**NOTE: Submit one request form for each site requested.
Before processing, please read reservation procedure on back of this form.**

1. Requested Site:

- | | |
|---|---|
| <input type="checkbox"/> E-town Community Park Field | <input type="checkbox"/> West Donegal Township Municipal Fields |
| <input type="checkbox"/> E-town Community Park Amphitheater | <input type="checkbox"/> Rheems AA Fields |
| <input type="checkbox"/> Poplar Street Park Fields | <input type="checkbox"/> Wolgemuth Park Fields |
| <input type="checkbox"/> Poplar Street Hockey Rink | <input type="checkbox"/> Fairview Fields |
| <input type="checkbox"/> Cove Outlook Park | |

2. Specific Location at the above site:

3. Requested Dates, Days and Times:

Dates (starting & ending): _____ to _____
Days of Week: _____
Event Times (starting & ending): _____ to _____

If your schedule requirements are flexible, please indicate your time requirements in general terms (i.e. 2 nights per week, etc.):

4. Activity Description:

5. Group & Contact Person Information:

Group Name: _____
Contact Name & Relationship to Group: _____
Mailing Address: _____
Home Phone: _____ Work Phone: _____

On behalf of this group, I understand all rules and regulations associated with this request, and accept the legal and financial responsibilities involved in the use of Park facilities.

Signature: _____ **Date:** _____

Based on this request (and other requests), official forms will be sent to you indicating approved dates, times and facilities. Those dates may not include all the dates you requested. Failure to provide sufficient information may delay or hinder the potential approval of your request.

1. The purpose of this coordinative policy with the involved Municipalities is to provide one system of facility reservations for recreation-related activities.
2. Groups should take appropriate actions to maintain facilities and investigate and/or prevent abuse of facilities. Groups will be held financially responsible for damages attributed to their use.
3. All recreation-related requests must be submitted to the GEARS Recreation Office in writing.
4. In requesting the facilities, please be realistic. Do not ask for facilities in excess of your requirements. Time requested should be basically similar to your actual use in the previous year. Also, please explain what your group will be able to accomplish with the time you have requested (number of teams, games or practices per team per week).
5. Pursuant to established Municipal policy, the Municipality may charge appropriate fees to extracurricular activities utilizing municipal facilities, which in the opinion of the Municipality impose excessive or unusual costs on the Municipality.
6. *The involved municipalities are requesting all local groups and organizations to consider an annual donation to assist with the continuing general maintenance and preventative maintenance costs required to sustain and upgrade the respective facilities your organization requests and utilizes. All donations should be made payable to the involved municipality your organization requests and utilizes.*

WE LOOK FORWARD TO YOUR COOPERATION:

**GEARS
600 East High Street
Elizabethtown, PA 17022
(717) 367-0355**

OPTIONAL INFORMATION

Is a fee charged: _____ Yes If yes, what is the charge? _____
 _____ No

Age range of participants: _____

Number of participants: _____

Number of E.A.S.D. residents: _____

Number of supervisors/leaders: _____

Fees charged to the participants: _____