

# Dauphin County

Parks and Recreation Department

100 Fort Hunter Road

Harrisburg, PA 17110

717-599-5188

[www.dauphincounty.org](http://www.dauphincounty.org)

## FACILITY RENTAL APPLICATION

TODAY'S DATE: \_\_\_\_\_

### CONTACT INFORMATION:

CONTACT PERSON: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

### RENTAL INFORMATION:

FACILITY: \_\_\_\_\_ DATE: \_\_\_\_\_  
(park and pavilion/field) (include day of week)

RENTAL TIME: Start time: \_\_\_\_\_ a.m./p.m. End time: \_\_\_\_\_ a.m./p.m.  
(parks close at dusk)

NAME OF YOUR EVENT: \_\_\_\_\_  
(posted at pavilion)

### TWO CHECKS ENCLOSED WITH APPLICATION:

FEE \$: \_\_\_\_\_ PLUS (+) DAMAGE DEPOSIT: \_\_\_\_\_  
(\$50 required)

LESSEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(must be signed & dated by renter)

#### PLEASE NOTE:

- ❖ ALL SECTIONS OF THIS PAGE MUST BE COMPLETED BY RENTER
- ❖ ALL THREE (3) PAGES OF APPLICATION MUST BE RETURNED
- ❖ FEE AND DEPOSIT CHECKS MUST BE ENCLOSED
- ❖ PAGE ONE (1) **AND** PAGE THREE (3) MUST BE SIGNED BY RENTER
- ❖ ALL RENTALS ARE FIRST COME FIRST SERVE
- ❖ A COPY SIGNED BY PARK STAFF WILL BE SENT TO ABOVE ADDRESS IF DATE IS AVAILABLE

## FACILITY RESERVATION INFORMATION

- Park Hours 8:00am - Dusk.
- ***Two checks are required to rent a facility.*** One for the rental fee. The second is the \$50 damage deposit to insure that the pavilion is returned in good condition.
- **All rentals require a \$50 damage deposit.**
- The damage deposit will be returned to you after the rental as long as no damages are incurred and policies were followed.
- **Make checks payable to DCPR.**
- Payment of fees constitutes application for reservation.
- Phone reservations are not accepted.

## FACILITY RENTAL FEES

(check the facility below that you would like to rent)

### PAVILIONS:

- Fort Hunter West Pavilion** (river side) - Susquehanna Township ----- \$50/day  
Seats 48 people - has grill, has electricity
- Fort Hunter East Pavilion** (barn side) - Susquehanna Township ----- \$100/day  
Seats 60 people - has grill, has electricity
- Wildwood Olewine Pavilion** - Harrisburg ----- \$100/day  
Seats 64 people - has grill, has electricity
- Wildwood North Pavilion** - Harrisburg ----- \$50/day  
Seats 48 people - has grill, no electricity
- Lykens Glen Small Pavilion** - Lykens ----- \$50/day  
Seats 48 people - has grill, no electricity
- Lykens Glen Large Pavilion** - Lykens ----- \$100/day  
Seats 160 people - has grill, has electricity
- Wiconisco Creek Pavilion** - Millersburg ----- \$50/day  
Seats 35 people - has grill, has electricity

### FIELDS:

- Wiconisco Creek Softball Field #1** - Millersburg
  - Private Use ----- \$25/2 hours
  - League Play ----- \$15/game
  - Tournament ----- \$100/day
- Wiconisco Creek Softball Field #2** - Millersburg
  - Private Use ----- \$25/2 hours
  - League Play ----- \$15/game
  - Tournament ----- \$100/day
- Wiconisco Creek Soccer Field** - Millersburg
  - Private Use ----- \$25/2 hours
  - League Play ----- \$15/game
  - Tournament ----- \$100/day
- Wiconisco Creek Concession Stand** – Millersburg ----- \$50/event/season

## POLICIES

(sign below that you read and understand policies)

- Dauphin County Parks and Recreation Department reserves the right to reject a facility reservation at any time if it believes the event or activity will unreasonably interfere with other existing or planned activities, including the normal conduct and use of county parks and recreational facilities.
- Alcoholic or intoxicating substances of any kind are prohibited. The use of such substances will result in immediate expulsion and forfeiture of any and all fees. Future applications for park used by individuals using such substances or groups associated with individuals will not be considered.
- The collection of fees or the sale of tickets, tangible goods or services on Dauphin County Parks and Recreation property is strictly forbidden.
- Pets are prohibited in the parks during special events. Feeding of geese is also prohibited.
- The potential lessee is reminded that this is a publicly owned facility location in a public park. The lessee is reserving only the pavilion or field itself and cannot rent the park.
- Amplified music is not permitted.
- Picnic tables must not be moved.
- Any temporary additions to the park such as tents, pony rides, concession stand, etc. are not permitted due to possible damage incurred to the park.
- Reservations not claimed within one hour of reservation time will be forfeited and the pavilion reopened for public use.
- Cooking may only take place in grills and fire places provided in the Park.
- Pavilion or field and surrounding area must be left in clean and in an orderly condition. Trash and litter must be placed in appropriate containers. Failure to do so will result in monetary penalty (withholding deposit) and loss of future reservations privileges.
- Use of fields may be subject to special conditions.
- Vehicular parking is permitted only in the established parking lots. Parking is not permitted on the grass or in the pavilion areas.
- Cancellations made less than (2) weeks before rental are not eligible for refund of rental fee. Your security deposit will be returned to you. Refunds are not made for inclement weather. An administrative fee of \$5 will be charged on all cancellations. Any returned checks will result in a \$20 fee.
- Please bring your copy of your approved pavilion application with you on the date of your rental and be prepared to exhibit it to Park Security if requested.

LESSEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(must be signed & dated by renter)

**COMPLETED BY PARK STAFF:**

APPROVED BY PARK STAFF:

FEE PAID: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_ DEPOSIT PAID: \$ \_\_\_\_\_ CHECK #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**IN CASE OF EMERGENCY DURING RENTAL:**

PARK SECURITY  
717-780-6333  
(WEEKENDS/EVENINGS)

PARK MAINTENANCE  
717-599-5359  
M-F 8AM – 4:30PM

DEPT. PARKS & REC.  
717-599-5188  
M-F 8AM – 4:30PM