

Facilities Rental Fee Schedule

All non-Borough affiliated users of Borough facilities, within Class I or II, shall be required to pay a base rental fee of \$50 per event. In addition to the base rental fee, additional rental fees may apply as follows:

		<u>Classes of Organizations</u>			
		Class I	Class II	Class III	Class IV
Reserved Outside Picnic Table	/table	No Charge	No Charge	\$3.00	\$5.00
Cortner Pavilion (100)	/day	No Charge	No Charge	\$75.00	\$100.00
Cortner Community Room w/ Kitchen	/day	No Charge	No Charge	\$125.00	\$275.00
Cortner Pavilion Full Facility	/day	No Charge	No Charge	\$200.00	\$325.00
Large Ranch Trail Pavilion (50)	/day	No Charge	No Charge	\$45.00	\$70.00
Small Ranch Trail Pavilion (25)	/day	No Charge	No Charge	\$35.00	\$50.00
Borough Athletic Fields	/day	No Charge	No Charge	\$25.00	\$50.00
Carroll Commons Park	/year*	No Charge	\$250.00	n/a	n/a
Ranch Trail Park	/year*	No Charge	\$250.00	n/a	n/a
Carroll Commons Softball Field	/year*	No Charge	\$150.00	n/a	n/a
Ranch Park Baseball Field	/year*	No Charge	\$150.00	n/a	n/a

PLEASE NOTE: Additional charges for employee services will be charged to the responsible party for extraordinary cleanup. Further, the responsible party will pay actual costs for any repair/replacement costs due to damage of Borough owned property, regardless of user classification.

* Available only to Class 1 and Class II organizations, or with prior approval of the Borough Manger.

Classes - The following classes of use groups shall be established for the purpose of determining rental fees to be charged and/or priorities for use of facilities in the event of scheduling conflicts.

Class I - Borough of Carroll Valley sponsored programs, or other local, state, or federal agencies.

Class II - Nonprofit Organizations located within the boundaries of the Borough of Carroll Valley and who qualify as a Local Group or Nonprofit Volunteer Service Organizations outside Borough boundaries that provide emergency or other services to the Borough or its citizens. Support group or Organization.

Class III - Resident of the Borough of Carroll Valley

Class IV - Non-resident of the Borough of Carroll Valley and Nonprofit Organizations located outside the Borough's boundaries which do not qualify as a Local Group nor meet the qualifications of a Class I or II group, and all other nonprofit organizations.

KEYS: You may pick up keys prior to scheduled event at the Borough Office, 5685 Fairfield Road during regular office hours (**Monday through Friday 8:00 a.m. to 4:30 p.m.**) Even if only the open pavilion is reserved, keys will be needed to gain access to the restrooms the walk-through gate. At the end of event, please drop keys in mail slot located at entrance of the Borough Office.

PARK HOURS: 8 A.M. until Dark (unless otherwise permitted)

A. USE OF PARK FACILITIES

RESERVATION PERMIT: Groups of 25 or more are required to obtain a Reservation Permit to use the park and/or pavilion facilities. Preference for use of the facilities is given to the user with the Reservation Permit. Interested parties may call the borough office at 717-642-8269 ext. 31 for more information or to place a reservation.

RESTROOMS: Use of restroom facilities is limited to permit holders only.

OUTSIDE TABLES: Outside tables may be used on a first come, first served basis for groups of less than 25. If you wish for tables to be bumped together and marked as “Reserved” for a specific date and time of day a Reservation Permit must be obtained prior to your event. Those persons using said tables without a Reservation Permit must honor such reservations.

SEASONAL RECREATIONAL USE PERMIT: Social, fraternal, or recreational groups may use the recreational facilities (volleyball, horseshoe, ball field areas, etc.) on a regular basis on any set days or evenings except on weekends and holidays by obtaining a Reservation Permit. However, in the event there is a scheduling conflict between Permit Holders, preference for use of the athletic fields on the given date will be given to the community athletic organization.

DAMAGE RESPONSIBILITY: Reservation Permit holders must sign a statement on the permit agreeing to accept the responsibility for damage done to park facilities or equipment, accept responsibility to leave the facility in the same condition in which it was found, i.e. trash & food disposed of in cans as provided, and cleanliness of the restrooms. It is advised that you check each area, including the restrooms, prior to leaving for the day. Do not put staples into the picnic tables as they can cause hand injuries. If you move the tables please return them to their original location; they are too heavy for our park maintenance person to move without assistance.

FIRES: Charcoal grills may be used unless a “No Fires” notice has been posted.

TRASH AND CLEANUP: Reservation Permit holders are responsible for cleaning up trash resulting from their use (trash containers and liners are provided; however, larger groups should bring extra plastic bags in case existing containers are not sufficient to hold all trash). Borough employees will be responsible for hauling trash away. If you move the tables and chairs you **MUST** put them back in their original location. Permit holders are also responsible for turning out all lights and for locking all facilities. **NO USE OF THE FOLLOWING: TACKS, PUSH-PINS, TAPE, OR SIMILAR ITEMS THAT COULD MARK THE WALLS.**

B. PROCEDURES FOR PARK/PAVILION RESERVATIONS AND CANCELLATIONS

No reservations will be accepted more than one calendar year in advance of the desired date for use of the park and no dates are automatically reserved from one year to the next. A tentative reservation may be made via telephone; however, payment must be received in order for the reservation to be honored. A tentative reservation will only be held for 10 days, if payment has not been received the date will be made available to other parties.

Cancellation and Refund Policy:

- a. If a reservation is canceled *one month or more prior* to the reservation date, there will be an administrative charge of \$15.00; the balance will be refunded within 30 days of the cancellation date.
- b. If a reservation is canceled *less than one month prior but more than 7 days prior* to the reservation date, there will be an administrative charge equal to ½ the amount paid by the Applicant. The balance will be refunded within 30 days of the cancellation date.
- c. If a reservation is canceled *less than 7 days prior* to the reservation date there will be no refund.



SAFETY NOTICE:

For the **SAFETY** of all our Park Guests please follow **ALL** rules and regulations.
Use of the Park, Pavilion and Grounds are AT YOUR OWN RISK

- Applicant must be present for the entire event.
- Must have the signed Permit with you for the event.
- This is a Public & Family Oriented Park Area, therefore:
 - ✓ **NO** Profanity, Indecent or Obscene Language or Gestures
 - ✓ **NO** Violent Behavior
 - ✓ **NO** Use of Illegal Substances
 - ✓ **NO** Use of Alcohol by those under 21 years of age
- Pets *MUST* be on a *LEASH* no more than 6 Feet long
- *CURB YOUR PETS. (Scoop All Poop)*
- Grills are provided for your use – Please be sure the fire is extinguished before leaving the park area.
- No Swimming or Boating in the streams or lake in park area.
- Put all Trash in Bags and dispose of in Proper Receptacles.
- ALL Tables and Chairs *MUST* be returned to there **ORIGINAL** Locations.
- **DO NOT PUT STAPLES IN TABLES.**
- Brooms, Mops and other cleaning supplies are available; please leave the area as you found it.
- Turn Out All Lights & Lock All Doors Before Leaving.
- Drop Keys in After-Hours Mail Slot in the Door of Borough Office.