2023 ADAMS TOWNSHIP COMMUNITY PARK PAVILION APPLICATION

NAME: _____ **ORGANIZATION:** _____

EVENT TYPE (Birthday, Graduation Party, Reunion, etc.): _____

ADDRESS: _____

PHONE NUMBER: _____ **EMAIL:** _____

RENTAL DATE: _____ **TIME (Start/End):** _____ / _____

SEND REFUND TO LISTED ADDRESS (Y/N): _____ **OTHER ADDRESS:** _____

_____

DONATE YOUR REFUND TO FRIENDS OF THE PARK (Y/N): _____

***For refund purposes, the Township will only accept checks from the contact listed on the form.**

PLEASE CHECK PAVILION REQUESTED:

War Memorial Pavilion (**Seats 125**)
(Front of Park next to Adams War Memorial)

Residents: Pavilion Fee $200/Refund $75 _____
Non-residents: Pavilion Fee $250/Refund $50 _____
Municipal Alcohol Permit Fee $50 _____
HOA Rental $25 (2-hour rental during weekday) _____

Township Pavilion (**Seats 84**)
(Bottom of Park near Destination Playground)

Residents: Pavilion Fee $200/Refund $75 _____
Non-residents: Pavilion Fee $250/Refund $50 _____
Municipal Alcohol Permit Fee $50 _____
HOA Rental $25 (2-hour rental during weekday) _____

Rotary Pavilion (**Seats 112**)
(Front of Park next to white schoolhouse)

Residents: Pavilion Fee $200/Refund $75 _____
Non-residents: Pavilion Fee $250/Refund $50 _____
Municipal Alcohol Permit Fee $50 _____
HOA Rental $25 (2-hour rental during weekday) _____

*** All rentals requesting alcohol must submit for a Municipal Alcohol Permit**

FEE RECEIVED: _____

Amount **Date** **Check Number**

If renting a pavilion at township resident rates, I certify by signing below that I currently live in Adams Township and the pavilion is being rented for my use. **Proof of residency required at payment**

Name_____ **Date**_____

I hereby acknowledge receipt of a copy of Adams Township Resolution NO. 2017-02 containing the Rules & Regulations for the preservation of Adams Township Property and agree to comply with those rules and acknowledge that use of these facilities is AT OUR OWN RISK.

I understand that in order to receive a refund of my deposit, proper clean up must be done of all facilities. All tables returned to their original location and no damage to the shelter or surrounding area.

Name_____ **Date**_____

TOWNSHIP SIGNATURE: _____ **DATE:** _____

Pavilion Renter Information

FEES: Proof of residency is required, and payment must be made by individual or organization that is reserving the pavilion.

CANCELLATIONS: Reservation must be cancelled two weeks prior to your reservation date to be refunded. A $25 processing fee is added to cancellations where a refund is given.

REFUNDS: Refunds are given if the pavilion is left in the same condition as when you first rented it. There are check lists in the pavilions as a guideline. Please allow two weeks for delivery. If you have not received your refund after two weeks, please call the Adams Township Municipal Building at (724)-625-2221.

PARKING: All parking must be in a parking lot. No vehicles are allowed to park on grassy areas, the asphalt trails and walkways, behind backstops or along the side of the fields/pavilion. ANY VEHICLE PARKED ILLEGALLY WILL BE TAGGED AND/OR TOWED AT THE DISCRETION OF THE TOWNSHIP.

DECORATIONS: Permanent fasteners, staples, thumbtacks, nails, etc. are NOT permitted to be used in the pavilion. Temporary fasteners, string or tape may be used and must be removed and disposed of in the garbage.

GLASS: NO glass containers are allowed in the park.

GRILLS: Please bring your own charcoal and cooking utensils for the grill. DO NOT dispose of hot charcoals in grass areas and DO NOT pour water onto coals. Clean/scrap the grill when complete and close the lid. Public Works will dispose of the charcoal.

GARBAGE: Each pavilion comes with two 32-gallon garbage cans. You must bring your own garbage bags and empty all garbage into the dumpsters after your event. Trash cans are to be left empty.

PAVILION TV: Directions on the use are posted in the pavilion kitchens. Please make sure the remote is left in the kitchen upon completion of your rental. If the remote is lost, you will receive a fine for $200 and will not receive your refund.

PAVILION CURTAINS: After use of curtains, please fold them back to open pavilion back you. Use strap to tie up curtains when finished with the rental.

CORNHOLE SETS: Each pavilion (does not apply to Kiwanis Pavilion) comes with a cornhole set. The beanbags are in a black drawstring bag. Please make sure all beanbags are accounted and the cornhole set is left in the pavilion before leaving. If you are missing a beanbag, you will not receive your refund.

LOCKING/UNLOCKING: Adams Township Police are responsible for locking and unlocking the pavilions. If the pavilion is not unlocked at the time you specify on your permit, please call 911 stating it is a non-emergency and ask for an officer to respond to your pavilion.

BALL FIELDS: Please note that there will be practices and/or games occurring between the hours of 8 a.m. and 10 p.m. on weekdays or weekends. The coaches will be responsible for checking and cleaning their facilities, if needed.

OTHER PARK FACILITIES: Please note that the playgrounds, fields, splashpad and other recreational amenities are open to all public park visitors from dawn to dusk. These other facilities do not come with a pavilion rental.

CLEANUP TIME: All rentals need to be finished and cleaned up by 9:00pm

ADDITIONAL INFORMATION: Please be sure to check that all areas of the pavilion and restrooms are cleaned, all tables are returned to original location and the lights are turned off. If you do not complete all items before leaving on the above list, you will not receive your refund.