

Rexroth Park Pavilions and Sports Fields Rental Agreement



Lower Windsor Township, 2425 Craley Road, Wrightsville, PA, 17368

Hours: Monday-Friday 8:00am-4:30pm

Phone: (717) 244-6813

Fax: (717) 244-0746

Email: generalinfo@lowerwindsor.com

Website: www.lowerwindsor.com

Attached is a copy of the Rental Agreement for the use of either the pavilions or sports fields at Rexroth Park, located at 1895 Prayer Mission Road, Windsor, PA, 17366.

Please complete, sign and return the Agreement to the Lower Windsor Township office along with your payment. One (1) signed copy of the Agreement and a receipt of payment will be returned to you.

Pavilion Rental/Sports Field General Information

Purpose

The park facilities are provided for the enjoyment and recreation of park users. It is the purpose of this policy to provide users with the opportunity to reserve picnic pavilions and sports fields at Rexroth Park. The park consists of 31.4 acres along with four (4) softball fields and one (1) soccer field.

Reservation Process

1. It is recommended that any first-time pavilion/sports field renter visit the site before making reservations to ensure the accommodation will suit their needs.
2. All reservations for the pavilion(s) or sports field(s) must be made through the Lower Windsor Township office. All applicants must be at least 18 years of age.
3. Reservations are accepted on a first come first serve basis.
4. Upon request, facilities can be placed on “hold” for five (5) business days. If after this time period the office has not received a firm confirmation from the interested party, the reservation will be cancelled.
5. In order to secure the reservation, full payment must accompany the signed application form. Payments are accepted in the form of cash or check, payable to Lower Windsor Township.

Pavilion Fees and Capacity

Township Residents:	\$40.00 all day for the Small Pavilion (proof of residency required)
	\$75.00 all day for the Large Pavilion (proof of residency required)
Non-Residents:	\$60.00 all day for the Small Pavilion
	\$100.00 all day for the Large Pavilion

Date or Time Slot Changes: \$10 administrative fee for each change.

Large Pavilion holds up to approximately 120 people.

Small Pavilion holds up to approximately 60 people.

General Information

- **Alcoholic beverages are strictly prohibited within the facilities or on Township property.**
- **Surveillance cameras are located in the pavilions and throughout park grounds and are monitored by the Lower Windsor Township Police Department 24 hours/day.**
- **There may be multiple functions occurring at Rexroth Park therefore parking may be affected. It is the renter's responsibility to inquire about limited parking during your event.**
- **Hours of operation: Daylight to dusk.**
- **FOR EMERGENCIES ONLY E-MAIL: scunningham@lowerwindsor.com**

Pavilion Rules and Regulations

The following rules and regulations must be adhered to when using the pavilions at Rexroth Park.

- Picnic tables located at either the small or large pavilion, are not to be removed and moved to other pavilions or park areas.

- Renters reserving the pavilions are responsible for the cleanup of the pavilion area and charcoal pits. Charcoal pits must be extinguished before leaving the premises.
- Renters reserving the pavilions are responsible for damage that occurs during the time the pavilion is in use by their group or for their event.
- All motorized vehicles must be parked in designated spaces. Driving on the grass to unload is strictly prohibited.
- Renters must empty the trash can(s), taking the bag(s) to the dumpsters, (located near the large pavilion) and placing a clean bag in the can(s). Bags are provided and are also located in the bottom of each can.
- Bounce Houses and other inflatable equipment are permitted; however, you **MUST** obtain a Certificate of Liability in the amount of \$500,000 from the rental company and provide it to the township one week prior to date of use. This must list Lower Windsor Township as a certificate holder.
- No damaging, destroying, or marking equipment on the property.
- No drugs allowed on premises.
- No littering.
- No use of firearms, paintball guns, air guns, slingshots, or explosive devices.
- No ATV's or snowmobiles.
- No profane or obscene language.
- No solicitation of any kind.
- No horses.
- No golfing or golf practice
- Dogs are permitted but **MUST** always be kept on a leash in accordance with Township Park rules & regulations. The owner/handler shall remove all pet waste. Two (2) pet waste stations are available in the park for your convenience.
- All violations are subject to penalties of Lower Windsor Township Ordinance #2004-09 and will be enforced.
- The speed limit is 15 mph within the park, and the park is patrolled by Lower Windsor Township Police.

Sports Fields Rules and Regulations

The following rules and regulations must be adhered to when using the sports fields at Rexroth Park.

- Sports fields can be rented for sports-related events only.
- All equipment used during the field rental must be removed from the field during the time allotted in the rental agreement. Lower Windsor Township is not responsible for damage or theft of items left by the renter.
- Tournaments are not permitted on any sports field.
- If field prep is required, the **renter** is responsible. **This includes dragging the field and field painting.**
- Subleasing to another individual or party is strictly prohibited.
- No alcohol, glass containers, or pets are permitted at any field rental.
- No food, drinks (other than water), sunflower seeds or chewing gum is permitted.
- Before leaving, the fields and park areas must be cleaned up and all garbage placed in trash cans. This includes the parking lots. If the fields and park areas are not cleaned, an additional twenty-five dollars (\$25.00) per hour fee will be charged for the time needed to adequately clean.
- Available parking is not guaranteed and may be limited. Parking is **NOT** permitted on the grassy areas, sidewalks, or trails of the park.

Cancellation Policy

During inclement weather, township personnel will assess the playability of all Lower Windsor Township owned fields to determine if use will occur. Township personnel have the authority to close all Lower Windsor Township fields.

If the forecast is calling for inclement weather on your scheduled rental day, rescheduling is permitted with no forfeiture of payment. It is the responsibility of the renter to notify the Township office forty-eight (48) hours in advance of your scheduled rental date to reschedule. A one (1) month time frame is given for rescheduling. If however, the renter chooses to continue with their rental the renter acknowledges all monies are forfeited.

The Township reserves the right to cancel any activity due to weather, unsafe playing conditions, or other reasons that might endanger the health, safety, or welfare of the players and/or public. Lower Windsor Township reserves the right to cancel all signed contracts and refund the applicable fees and/or deposits without notice or reason.

Monday through Thursday Rentals:

- Cancellation 14 or more business days prior to event - Full refund of all fees paid.
- Cancellation 6 to 13 business days prior to event - 50% refund of all fees paid.
- Cancellation 5 or less business days prior to event - No refund, no exceptions.

Friday, Saturday, and Sunday Rentals:

- Cancellation 30 or more days prior to event - Full refund of all fees paid.
- Cancellation 15 to 29 days prior to event - 50% refund of all fees paid.
- Cancellation 14 or less days prior to event - No refund, no exceptions.

DEFINITIONS

A. **Rental Fee** - In order to secure the reservation, full payment must accompany the signed application form. Payments are accepted in the form of cash or check, payable to Lower Windsor Township. Failure to provide payment in full for the rental of the facility within five (5) business days from the application date will result in the cancellation of the rental. All reservations are tentative until payment is received in full, and a signed copy of the completed Agreement is returned to the Township.

NOTE: If the scheduling of an event, and the date of the event, are both within five (5) business days or less, the payment must be paid in full immediately by cash to complete the reservation process.

B. **Cancellation** - Friday, Saturday, and Sunday Rentals: Cancellation 30 or more days prior to event – Full refund of all fees paid. Cancellation 15 to 29 days prior to event - 50% refund of all fees paid. Cancellation 14 days or less prior to event - No refund, no exceptions. Monday through Thursday Rentals: Cancellation 14 or more business days prior to event - Full refund of all fees paid. Cancellation 6 to 13 business days prior to event - 50% refund of all fees paid. Cancellation five (5) business days or less prior to event - No refund, no exceptions.

C. **Returned Checks** - Payment may be made by check (payable to Lower Windsor Township). A fee of twenty dollars (\$20.00) will be charged for all checks returned for insufficient funds.

D. **Damage** - If any damage is done to a rented facility, the renter agrees to pay for all necessary repairs. Repairs shall be deducted from the deposit, and any cost more than the deposit shall be invoiced separately. Renter agrees to wear appropriate footwear on all sports fields. Renter agrees that no open flames are permitted anywhere in a facility.

E. **Clean-up** - Adequate cleaning is defined as leaving the facility in the same or better condition than it was prior to the rental. Failure to adequately clean the facility will result in the deposit not being returned. If a deposit is not required, a twenty-five-dollar (\$25.00) fee per hour will be charged for the time needed to adequately clean the facility. All personal property should be removed from the premises by the end of use/event. If it is not, Township personnel have the right to remove and dispose of it.

F. **Liability** - Renter voluntarily agrees to rent this facility owned by Lower Windsor Township. Renter is aware of the possible risks associated with its use and will not hold Lower Windsor Township and its employees liable for any accidents or injuries that may occur inside or outside of the facility or grounds, or for any personal property that is damaged, lost or stolen because of the use of the facility.

G. **Third Party** - Renter understands and agrees that Lower Windsor rents facilities for non-commercial purposes. Should the renter wish to rent the Township facilities for a commercial purpose (3rd party), renter shall supply the Township with proof of commercial liability insurance coverage, which insurance coverage names Lower Windsor Township as an additional insured.

H. **Rights** - Renter acknowledges that Lower Windsor and/or its employees have the sole authority to determine if renters or guests are adhering to all rules and regulations and have the full authority to enforce these rules and regulations. Renter acknowledges that Lower Windsor Township reserves the right to cancel all signed contracts and refund the applicable deposits without notice or reason. Renter acknowledges that Lower Windsor Township reserves the right to deny all future rentals, at its sole discretion, to any past renters without reason.

I. **Inclement Weather** - During inclement weather, personnel will assess the playability of all Lower Windsor Township owned fields to determine if use will occur. Personnel have the authority to close all Lower Windsor Township fields. If the forecast is calling for inclement weather on your scheduled rental day, rescheduling is permitted with no forfeiture of payment. It is the responsibility of the renter to notify the Township office forty-eight (48) hours in advance of your scheduled rental date to reschedule. A one (1) month time frame is given for rescheduling. If, however, the renter chooses to continue with their rental the renter acknowledges all monies are forfeited.



Lower Windsor Township Pavilions and Fields Agreement for Rexroth Park

Application Date: _____

Rental Date: _____

Renter's Information

Renter's Name: _____ Phone: _____

(Renter must be at least 18 years of age or older)

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Resident Proof of Residency Provided Non-Resident

Function Birthday Party Family Reunion Bridal Shower Baby Shower

Anniversary Party Wedding/Reception Other _____

Organization: (if applicable) _____

Pavilion(s) Requested (Check appropriate park pavilion)

Rexroth Park Pavilions: Large Pavilion Small Pavilion

Ball Field(s) Requested (Check appropriate sports field)

Sports Fields: Field #1 Field #2 Field #3 Field #4

Additional Information: _____

The "renter" agrees to rent the indicated pavilion and or field from Lower Windsor Township during the stated date, in accordance with the terms of this rental agreement. By signing this Rental Agreement, the renter acknowledges having read and comprehends this agreement, as well as the rental information that was provided, and agrees to abide by all of the rules and regulations stated within.

Print Name: _____ **Phone Number:** _____

Renter's Signature: _____ **Date:** _____

Office Use Only: Total due: \$ _____

Fee Paid: Cash amount: \$ _____ **Check amount:** \$ _____ **Check #:** _____

Application processed by: _____ **Date:** _____

