

Park Pavilion Rental Application

Application for Use of Borough Park Pavilion

Applicant Information

Please provide the following details:

- **Applicant/Organization Name:** _____
- **Contact Person:** _____
- **Address:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Type of Applicant:** Resident [☐] Non-Resident [☐]

Event Information

- **Date(s) Requested:** _____
- **Time Requested:** _____
(Time should include set up and teardown. Park hours are dawn to dusk)
- **Pavilion Requested: Little Valley / Community Park (circle one)**
- **Type of Event:** _____
- **Will this event be open to the public?** Yes [☐] No [☐]
- **Expected Attendance:** _____
- **Will you have amplified sound/music?** Yes [☐] No [☐]
- **Will you bring any additional equipment (e.g., tents, inflatables)?** Yes [☐] No [☐]
- If yes, please specify: _____
- **Are you a non-profit organization?** Yes [☐] No [☐]

Fees, Deposit and Certificates of Insurance

	Resident		Non-Resident	
#of Attendees	<=100	>100	<=100	>100
Daily Fees	\$0	\$100	\$150	\$250
Deposit	\$0	\$150	\$100	\$250

- The borough reserves the right to request a certificate of insurance in addition to the deposit.
- Payments may be made by check, money order, or as otherwise directed by the borough office.
- All checks should be made payable to: **Borough of Penbrook**.

Rental Rules and Regulations

1. The applicant is responsible for the conduct of all attendees.
2. Attendees must observe all posted park rules and regulations.
3. Pavilion use is restricted to the date(s) and time(s) specified in this application.
4. No nails, staples, or tacks, are to be used on park structures.
5. All decorations must be removed, and the area must be cleaned after use.
6. Alcoholic beverages are prohibited unless prior written approval is obtained.
7. Grills may only be used in designated areas.
8. Music and other amplified sound must comply with borough noise ordinances.
9. Vehicles are not permitted on grass or walkways.
10. All trash must be disposed of in provided receptacles.
11. Borough Parks are tobacco free. Smoking and vaping is prohibited.
12. Failure to comply with rules may result in forfeiture of deposit and/or immediate termination of event.
13. The borough reserves the right to reject an application if the number of attendees is such that it could be disruptive to neighboring community

Signature and Agreement

By signing below, I acknowledge that I have read, understand, and agree to the rules and requirements outlined in this application. I certify that the information provided is accurate and complete to the best of my knowledge. I agree to be responsible for the safety, conduct, and behavior of all participants and to indemnify and hold harmless the borough from any liability resulting from our use of the facility.

Applicant Signature: _____

Date: _____

Office Use Only

Application Received	Payment Amount	Deposit Received	Insurance Required	Approved By	Date Approved
			Yes []		
			No []		

Contact Information

For questions or additional information regarding park pavilion rentals, please contact the borough office.

In Person at 150 S. 28th St. , Penbrook, PA , 17103

(Open Monday to Friday from 8:30 AM to 12:30 PM and 1:30 PM to 4:30 PM. Closed for most national holidays)

Phone: (717) 232-3733

Email: admin@penbrook.org

We look forward to hosting your event and appreciate your cooperation in keeping our parks clean, safe, and enjoyable for all residents and visitors.

Frequently Asked Questions (FAQs)

Who qualifies as a resident?

A resident is defined as any individual who resides within the official boundaries of the borough. Proof of residency (such as a utility bill, lease agreement, or driver's license) may be requested.

Are there any restrictions on the type of events?

Events must comply with all borough ordinances and regulations. Private, community, and non-profit events are permitted. Commercial events may be subject to additional review or approval.

How do I secure my date?

Applications are reviewed on a first-come, first-served basis. Your reservation is not confirmed until all required forms, payments, and deposits are received, and you receive an email notification from the borough.

How do I know if my application has been approved.

The borough will email an approval or rejection within 14 days of application receipt.

What if my group grows to 100 or more after I book?

If your group size increases to 100 or more after your booking, you must notify the borough office and submit the required \$250 deposit. Failure to do so may result in cancellation of your reservation or forfeiture of privileges.

When will my deposit be refunded?

Deposits will be refunded within 30 days after your event, pending a satisfactory inspection by borough staff.

What is a certificate of insurance and when is it needed?

A certificate of insurance is a document provided by your insurance carrier showing that you have liability coverage for your event and naming the borough as an additional insured party. The borough may request this document for large or high-risk events. If required, you must provide it before your event date.

What should I do if someone is using the pavilion during my reserved time and refuses to move.

Call the police non-emergency number at 717-558-6900