

**York Charter Township
Park Pavilion Reservation Form**

Name of individual making reservation: _____

Address: _____

Representing (if applicable): _____

Phone# (Home) _____ (Cell) _____

Email address: _____ Date of Event: _____

Time requested: from _____ to _____ Approximate number of people attending: _____

Type of Event: _____

“I have read the Pavilion Reservation Policy printed on the reverse of this form and agree to adhere to it, as well as to all rules and ordinances pertaining to the usage of York Township Parks.” NOTE: Alcoholic beverages are PROHIBITED in York Charter Township Parks.

Signature: _____ Date: _____

Printed Name: _____

FOR TWP STAFF USE:

Deposit amount received: _____ cash _____ check _____ other _____

By: _____ (initials) date: _____

- Cc: Treasurer (original)
- Sheriff Dept
- Applicant
- Bldg. Dept (email)
- Zoning Dept (email)
- P & R Comm Chair (email)
- P & R Board Rep (email)

PAVILION RESERVATION POLICY

1. Groups requesting to reserve the Pavilion at Richardson Park shall do so at least one (1) week before the event date.
2. Reservations must be made in person at the York Twp. Hall during regular business hours.
3. The representative requesting the reservation must be a York Township resident.
4. At the time that the reservation is requested, a copy of the Parks Ordinances will be furnished to the requesting representative. This representative must agree that their group will follow the rules and regulations contained therein.
5. All rules in the Park Ordinances must be followed by the group using the pavilion. This includes observing the hours that the ordinances state that the park may be used.
6. The Township reserves the right to restrict the size of any gathering proposed, so as to not impede other activities already authorized to take place in the park at the same time as the requested time of the reservation.
7. A group reserving the pavilion shall have exclusive use of the pavilion and the area immediately surrounding the pavilion, but not the entire picnic area of the park.
8. A group reserving the pavilion shall post a reserved sign two (2) hours, or more if possible, before their event.
9. Groups are expected to bag and remove their own trash at the conclusion of their activity. The Township will require a deposit in the amount of Fifty (\$50.00) Dollars (per day) to insure that groups clean up after themselves and adhere to all Parks & Recreation Rules, Regulations and Policies. Failure to comply with facility reservation rules will result in forfeiture of the Fifty (\$50.00) Dollar deposit.
10. Any person in violation of the Parks & Recreation Rules and Regulations and/or this Policy, shall be subject to punishment as provided for in the Parks Ordinances.

Adopted: 05/15/07