

## HALFMOON TOWNSHIP PAVILION RESERVATION AGREEMENT

Individuals or groups interested in reserving the pavilion at either Autumn Meadow Park or Municipal Park can contact the township office at 814-692-9800 or visit the township office during normal business hours.

### **Payment-in-full is due at the time of making the reservation.**

\* *Resident reservation fee \$20*

\* *Non-resident reservation fee \$30*

All groups seeking a pavilion reservation must register through the township office. Only those groups contacting the township office will have their dates/times considered 'Reserved'.

Reservations will be accepted based on availability.

Reservation of pavilion includes only those amenities directly associated with the pavilion (e.g. picnic tables, BBQ grill). No other park facility will be considered reserved for pavilion group. If additional facilities are desired and are available for rental, a separate reservation for that facility must be requested.

Reserving group is entitled to sole occupancy of the rented pavilion.

Playground and playground equipment is open for public use during park hours.

Please dispose of trash properly before leaving park.

\* *A dumpster is located at each park for "park generated" garbage disposal*

All park rules must be respected and will be enforced in accordance with township ordinance.

Picnic tables should be kept in the general vicinity of the pavilion and must be returned to the pavilion after use.

LP-Gas Grills may be brought into the park, but (1) may not be operated inside any pavilion and (2) any transport vehicles must remain in the designated roads and lots. To prevent a fire hazard and damage to tables, **please do not place portable charcoal grills on the picnic tables**. Please place any charcoal ashes in the proper disposal can.

**Please make sure fire pit is fully extinguished before leaving park.**

### **Parking**

#### ***Autumn Meadow Park***

At Autumn Meadow Park there is a main gravel lot (spaces are unmarked) off of Autumn Circle which is capable of accommodating roughly 35 vehicles.

If additional space is needed, the user must contact the township office during business hours prior to the reservation date and request off street parking. Off street parking must first be approved by the Township Road Master and/or Township Engineer to determine if such parking will create a traffic hazard.

\* *Under no circumstance are vehicles allowed to park in the Halfmoon Township Maintenance Building parking lot off of Autumn Circle for any purpose other than township business*

#### ***Municipal Park***

At Municipal Park, there is a main gravel lot (spaces are unmarked) which is capable of accommodating roughly 68 vehicles.

\* *'Township Business Only' and handicap spaces must be respected. The township reserves the right to have any unlawfully parked vehicle towed at owner's expense*

In permitted areas, additional parking is available along Municipal Lane.

### **Cancellation Policy**

If inclement weather or any other issue outside the control of the user prohibits use, the user must notify the township office that the pavilion was not used and the nature of the issue. At that time, the staff will attempt to reschedule reservation if requested, based on availability. *(No refunds of reservation fees will be provided)*

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***I fully understand the reservation guidelines and agree to adhere to the above rules and regulations.***

**X** \_\_\_\_\_ **Date:** \_\_\_\_\_

**X** \_\_\_\_\_ **(Print Name)**

**X** \_\_\_\_\_ **(Contact Phone #)**

**Reservation Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Pavilion:** \_\_\_\_\_

**Organization Contact Information**

**Name of Organization:** \_\_\_\_\_

**Organization's Address:** \_\_\_\_\_

\_\_\_\_\_

**Organization's Phone #:** \_\_\_\_\_