

Silver Spring Township

Parks and Recreation Department

FACILITY RESERVATION PERMIT

Group/Organization: _____ Estimated Attendance: _____

Primary Contact: _____ Email: _____

Address: _____ City/State/Zip: _____

Are you a Silver Spring Township Resident? _____ If not, what Township/Borough do you reside? _____

Home Phone: _____ Work Phone: _____ Cell: _____

FACILITY	_____ Pleasant View Park _____ Willow Mill Park _____ Stony Ridge Park (<i>concession only</i>)
FACILITY/FIELD OPTIONS	<i>Fees for all facilities are located on the rate sheet.</i> _____ Pavilion _____ Baseball Field (PVP) _____ Basketball Court _____ Volleyball Court _____ Tennis Courts _____ Multi-Purpose Field _____ Concession Stand (separate application necessary)
DAY	Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____
TIME (choose one)	Half Day Option 1: _____ (7 am – 1 pm) Option 2: _____ (2 pm – 8 pm) Full Day _____ (7 am – 8 pm)
DATES	Rental Dates: _____ (Fees are assessed per day)
SPECIAL REQUESTS	

Please Read Carefully

In order for Silver Spring Township to acknowledge and honor your request, please sign this letter and return ONE COPY with your Rental fee within (7) days. Checks made payable to: Silver Spring Township, 6475 Carlisle Pike Mechanicsburg, PA 17050. You may use available park facilities, but the park will remain open for public utilization. You will be bound by the posted rules and regulations of the Silver Spring Township Park Rules. Please note that the facilities must be left in a clean and orderly condition. All picnic tables must remain under the pavilion. Failure to do so may result in a monetary penalty or loss of future reservation privileges. Upon the determination of the Township, the rental fee may be refunded in the case of an extreme weather emergency. A 50% administrative fee will be assessed for cancellations occurring within 30 days of event. Cancellations prior to 30 days of event will incur a 25% administrative fee.

Payment Due

Security Deposit: \$ _____ The deposit is equal to the total of the rental fee. Submit as a separate payment.
 Rental Fee: \$ _____

Please review the fee structure on the following page. The rental deposit is refundable and will be held until the day of your rental. Refundable deposits will be returned by mail.

Signed Authorization

 Please Print Name of Representative

 Township Park and Recreation Depart. Staff

 Signature

 Date

 Date