

# Rental Facilities Policies & Procedures



## **ACCESSIBILITY:**

In compliance with the Americans with Disabilities Act (ADA), Hempfield Township Parks & Recreation encourages those with disabilities to participate in its programs and use of its facilities. If you have special needs, please call 724-834-7232 at least 2 weeks prior to your event.

## **CANCELLATIONS:**

Any facility rental canceled within 30 days of reservation will result in forfeiture of rental fee. Any facility rental cancellation prior to 30 days before scheduled reservation must be submitted in writing to the Hempfield Parks & Recreation department. If granted, the applicant may receive a 100 % credit to be used by any member of the household for future use or request a refund check minus a \$5.00 administrative fee per rental.

## **PHOTO POLICY:**

Hempfield Township staff will periodically take photos of park visitors. These photos may be used in our publications, including seasonal programming guides, facility brochures, advertisements, through social media, and on our website. If you do not wish to have your photo taken, please notify the photographer at that time.

## **RESIDENCY FEES (RESIDENT/NON-RESIDENT):**

All Hempfield Township Parks & Recreation rentals are opened first to residents. Residents are those who live in Hempfield Township. Rentals are also offered to non-residents. An additional fee is required for non-residents to rent any pavilion. All other facility rentals, including, but not limited to fields, tennis court, and Athletic Complex, do not have a separate non-resident fee.

## **REDUCED FEE REQUESTS:**

Reduced fee requests are only intended for non-profit organizations and must be submitted as a letter to the Hempfield Parks & Recreation department no later than 30 days before your event. The letter will be reviewed by the Parks & Recreation Commission. A minimum amount of \$25.00 per day and a \$100.00 security deposit will be charged to offset the cost of operations. The security deposit will be forfeited if ground/building are damaged or not returned to original condition when leaving the park.

## **REGISTRATION:**

Walk-in applicants may bring money order, check (made payable to "Hempfield Township"), Visa, MasterCard, Discover, or American Express as payment for registration. Online applicants may pay the fee with Visa, MasterCard, Discover, or American Express. Applications for rentals by residents shall be received the first Monday in January. Applications for rentals by non-residents shall be received the second Monday in January. All facility rentals are based on a first come, first serve basis. Full payment shall include a security deposit and both the payment and security deposit must accompany the registration application. Applicants will be charged a \$20.00 fee for returned check. Applicants who make payments with use of credit card or check which are declined will be returned the application for rental; and, said application shall not be considered. All online rentals must be approved before being processed. Once an application is approved, applicant will receive a copy of their receipt, specific facility usage guidelines, and permit. The permit must be available for verification during the use of the facility.

## **SECURITY DEPOSIT**

A refundable \$75.00 security deposit is built in to all pavilion rental fees. The facility will be inspected after the rental is completed to see if there are any damages and the cleanliness of the facility. Groups and organizations damaging facilities will be held financially responsible as noted by Township employees, who will document the damages and present them the Hempfield Parks & Recreation department. Vandalism and damages to facilities is a criminal offense and offenders will be prosecuted. If the security deposit is refunded, you will receive it within two (2) weeks after the date of rental. If there is damage done to the facility or the facility is not cleaned in accordance Facility Usage Guidelines, the security deposit will not be returned and notification will be given within two (2) weeks after the date of the rental. Refunds will be given in form of check, refund on credit card that was used for initial payment if within 120 days of payment, or household credit to be used for later registration. This will be determined at time of submitting the rental application.

## **USAGE GUIDELINES:**

All Hempfield Township facilities are in operation for the benefit of the community patrons. Patrons are expected to join the staff in promoting a pleasant environment. Patrons must respect the rights of others and are encouraged to display good sportsmanship and consideration when using any facility. The behavior of a Patron must not disrupt the experience of others. Specific usage guidelines will be provided to all applicants once applications have been approved. Some basic guidelines include, but not limited to:

- No discharge of firearms, fireworks, unleashed dogs, cats, horses, or trail bikes allowed in the park.
- Activities are not permitted on fields with standing water or if water saturated field conditions exist.
- Cars must stay on established roads and parking areas and not permitted on grass. In case of emergency, cars should never block main drives or park in fire lanes
- Food, beverages, alcoholic and non-alcoholic, tobacco, and any illegal substances are prohibited in the gym of the Hempfield Township Athletic Complex.
- Individuals 14 years old and younger must be supervised by an adult while using any facility unless they are participating in a department sponsored program, activity, or event.

For a complete list of Facility Usage Guidelines, please check out the Hempfield Parks & Recreation website at [www.hempfieldtpw.com/parks](http://www.hempfieldtpw.com/parks).