

Millerstown Community Park

Millerstown Recreational Committee (MRC)

110 West Juniata Parkway

Millerstown, PA 17062

Community Room	Kitchen	Todd Black Pavilion	Scout Pavilion	MCSI Pavilion	Hoverter Pavilion	Pool Pavilion	Amphitheater
0-2 hrs = Donation 2-5 hrs = \$75.00 All day = \$125.00	\$75.00 (*) \$200.00 (**) Additional fee for excessive use of electricity and gas	(Park Point - corner of Cocalamus Creek and Juniata River) All Day - \$100.00	(next to playground) All Day \$75.00	(across path from playground) All Day - \$75.00	(behind Community Center) All Day - \$75.00	(Located below the BBQ Pit, closest to the swimming Pool) All Day - \$75.00	\$150 (min 4 hrs) \$20/hr additional
Security Deposit \$100.00	(**) Security Deposit \$100.00 and copy of Certificate of Insurance	Security Deposit \$100.00	Security Deposit \$100.00	Security Deposit \$100.00	Security Deposit \$100.00	Security Deposit \$100.00	Security Deposit \$100.00
Max Capacity - 75	Electricity	Electricity	Electricity	Electricity	Electricity	Electricity	Electricity: \$10 for day use \$25/hr after dusk Dusk is defined as 8:00 pm May – September. Otherwise 7 pm
(7) 8ft table (2) 6ft table	(*) Kitchen tables counter-top usage; Refrigerator; Freezer; Coffee Pot; Micro wave; Roaster; Crock Pot; Utensils (**) Gas Stove/oven; fryers; Confection Oven	8 tables	6 tables	6 tables	7 tables Option of 14 additional tables for set up and take down	10 tables	Folding chairs available for use
Return room to same setup		Includes use of Fire Ring	Horseshoe Pit	Horseshoe Pit		Swing Set area	
Access to water, sink, Microwave, Freezer and Refrigerator		Charcoal Grill	Charcoal Grill	Charcoal Grill		BBQ Pit not included with rental	
#17 Trash from event must be taken to Dumpster Check Restroom	#17 Trash from event must be taken to Dumpster Check Restroom	#17 Trash from event must be taken to Dumpster Do not fill cans in park	#17 Trash from event must be taken to Dumpster Do not fill cans in park)	#17 Trash from event must be taken to Dumpster Do not fill cans in park	#17 Trash from event must be taken to Dumpster Do not fill cans in park	#17 Trash from event must be taken to Dumpster Do not fill cans in park	#17 Trash placed in cans from event, must be emptied and taken to the Dumpster
Restroom	Kitchen Help only may use Restroom – All others must use Porta-Pot	Porta-Pot	Porta-Pot	Porta-Pot	Porta-Pot	Restroom	You must provide additional Porta Pot(s)
Turn off light/heat/AC	Turn off all lights, fans, appliances, gas	Turn off lights	Turn off lights	Turn off lights	Turn off lights	Turn off lights including restroom	Turn off all lights

Effective: January 1, 2020

For availability/reservations contact: Teresa Hunker (717) 512-0140

thunker@comcast.net

LEASING RULES AND REGULATIONS

General lease rules and regulations - All Facilities

1. No agreement of lease shall be effective without the signature of the leasing party and the approval of an authorized Millerstown Recreational Committee (MRC) official endorsed thereon.
2. Individuals and organizations may arrange to lease any part or all of the facilities for uses approved by the MRC leasing agent for the appropriate fee
3. A refundable (if property cleaned and maintained) security deposit of \$100 must be paid when the contract is submitted. Payment shall be made payable to: MILLERSTOWN RECREATIONAL COMMITTEE (MRC) and shall be delivered to the MRC leasing agent appearing on the lease approval. The security deposit will not be returned if the facilities have not been properly cleaned at the end of the lease term. Cancellations by the lessee within 2 weeks of the event will result in a nonrefundable security deposit.
4. No alcoholic beverages may be brought or used upon any part of the premises, interior or exterior, except the following situations: The Park Board must be notified at the time of requesting a fund-raising event that would include alcohol. Approval is required prior to scheduling the date of the event; The requesting group's event must be a fund-raiser that benefits the Park or Community, such as tasting of products before purchasing. NOT for parties; The requesting group must supervise and patrol the event and require anyone to leave the event and the park premises if there is anyone who appears inebriated. (Be sure no one in that condition is driving either!) Violations will result in loss of security deposit and prevention of future rentals.
5. All leasing parties shall leave the premises by 10:00 pm of the day set forth in the lease agreement. The leasing party accepts responsibility for turning off of all lights, reasonable securing of the building/pavilion, and the removal of all garbage/trash at the time of leaving. Failure to perform these tasks will result in forfeiture of the security deposit.
6. Fund raising events by outside groups or individuals are prohibited except for any such events cosponsored by the MRC for solely charitable purposes. The MRC will determine the amount if any, of the costs for building use that shall be deducted from the proceeds of the event.
7. Prices are guaranteed for up to twelve (12) months from the date a completed application and deposit is received by the MRC leasing agent. Prices are subject to change for any contracts executed more than one year in advance of event.
8. MRC requires non-family groups (circus, church groups, schools and other organizations) leasing any part of the Park facilities (other than for basic use) to submit a valid *Certificate of Insurance* in advance of the said event for which the premises are leased. The Certificate of Insurance is not required for family group using facilities.
9. The balance due of the total rent fee shown on the lease agreement must be paid two weeks in advance of said event for which the lease agreement was made. If fees are not paid as required, the lease will be considered cancelled and the security deposit will be forfeited.
10. Use of the MRC facilities by minors shall be only upon a signed lease agreement by responsible adults. Such agreements shall specifically state the names and addresses of the responsible adult chaperones. Chaperones will be present continually from the beginning of use of the premises by the minors until all minors have left the premises and shall be responsible for the conduct of the minors while on the premises.
11. MRC will assume no liability or responsibility for materials, equipment, or other property of the leasing party brought onto the MRC premises. It is strongly urged that leasing parties do not leave personal belongings of any kind on the premises except while those parties are present.
12. The Millerstown Community Park is Smoke Free. No smoking is permitted in any building. Playground area has been designated as a 'smoke free' zone. The Lessee is responsible for communicating the restriction to all event attendees.
13. All activities upon the premises will be conducted in a peaceful, orderly and lawful manner. No unlawful, dangerous or hazardous activities or instrumentalities will be conducted or brought upon the premises.
14. Leasing parties must provide all desired refreshments, decorations, and supplies for the event being conducted on the premises. Any MRC personal property upon the premises which have been authorized for use in connection with the

lease shall be used properly and with care and shall be cleaned and restored to its proper or original place at the conclusion of use of the premises; this includes cleanup after all events using a Piñata. No damage or injury shall be done or caused to the leased premises and the premises shall be left in a clean and orderly condition and the same state of repair as at the commencement of use. The leasing party shall be liable to pay the cost of repair or replacement of any damage, loss or injury to the premises or any MRC personal property during the use of the premises. Any damage to property is forfeiture of Security Deposit.

15. Dogs are to be restrained by a substantial leash not to exceed six feet in length. Persons with dogs must dispose of waste immediately. No pets are permitted inside the Community Building; except those deemed working animals used by physically impaired individuals.
16. Amplified music is only allowed at the Amphitheater.
17. Dumpster is for Park Use Only! As a group renting a park facility, you may take your trash from your event to the dumpster. Dumpster location: May – September it is located near the Swimming Pool and behind the Community Park Building. October – April it is located behind Community Park Building.
18. When leasing the Community Room or Park Pavilions (summer months); arrangements have been made with the Pool committee, that if the Swimming Pool is open to Public Swim the day of your lease agreement; your guest(s) may access the pool for an admission price of \$3.00 the day of your event. Refunds are not available if the pool closes due to inclement weather or a private party at the pool is scheduled. Changing rooms are available at pool; do not use Community Room restroom.
19. The individual or group leasing the premises, by execution of this lease, accepts the premises in the condition prevailing at the time of use and shall be responsible for the safety of the persons and property of all persons entering upon the leased premises while the leased premises are being used by the individual or group. Such person or group will indemnify and save harmless the MRC of and from any and all claims and demands whatsoever for injury of damage to the persons or property of persons entering upon the leased premises while being used by the individual or group leasing the premises.
20. Violation of any of these rules and regulations shall immediately terminate the lease agreement as hereinafter provided and all persons on the premises may be required to leave immediately. Such violation shall act as forfeiture to the MRC of any rents or other payments made to the MRC under the lease agreement but shall not release the leasing party from any obligation or responsibility there under.

Additional lease and regulation rules – Building/Room

21. Persons leasing any part of the premises shall not enter those premises until 1 hour prior to the scheduled event. The MRC leasing agent endorses on the lease agreement will be responsible for mutually satisfactory arrangements relative to unlocking of the MRC facilities and instruction of the leasing parties relative to use of the facilities. Leasing parties will not be issued keys.
22. Nothing shall be fastened to the walls, ceiling or heat/AC units within the MRC building. **Absolutely no exceptions.**
23. Use of the kitchen facilities is limited (access to water, refrigerator, freezer). Under no circumstances may lessee use stoves, ovens, fryers or other equipment unless agreed upon by leasing agent. Lessees may use their own portable appliances.
24. For Safety; no children are permitted in the Kitchen area

Additional lease and regulation rules - Pavilions

25. Vehicles must be parked in designated parking areas. No vehicles are to be driven or parked on walkways. Deposits will be forfeited for noncompliance. Parking for disabled person and/or unloading for an event, you may drive across grass to park at pavilion.
26. You may bring your own gas grill for grilling (outside); Millerstown Community Park and or leasing agent are not responsible for any harm to guest or damage of park property. If using a provided Charcoal Grill, place 'hot coals' in "hot-bin" located along soccer field between Scout Pavilion and Todd Black Memorial Pavilion – Shovel and bucket are located at 'hot-bin'. Return shovel and bucket to "hot-bin" area when finished.
27. The Bar-B-Q Pit is not permitted for use of grilling and or burning trash.

(Please sign and return this agreement with security deposit and rental payment.)

**LEASE / RENTAL AGREEMENT
Millerstown Recreational Committee**

LEASE DATE: _____ **TIME (for Community Room):** _____ **(unlock door by:** _____ **)**

PART(S) OF PREMISES AUTHORIZED FOR USE:

_____ Community Room _____ Kitchen _____ Pavilion, (circle one) (Hoverter, Black, MCSI, Scout)
_____ Amphitheater

RENTAL FEE DUE: \$ _____

SECURITY DEPOSIT: \$ 100 **Due by:** _____

(All lease rental fees shall be made payable to Millerstown Recreational Committee – MRC. Please send (2) checks - 1 for the rental fee and 1 for the security deposit to 113 School Street, Millerstown, PA 17062 with this page signed)

THE UNDERSIGNED hereby lease(s) the Millerstown Recreation Park Building or Pavilion premises at 110 West Juniata Parkway, Millerstown, Perry County, Pennsylvania, in such part, for the rent designated, on such date, for the period of time noted, and under the conditions outlined above. The undersigned further agree(s) to be bound by all of the obligations and terms set forth in the Leasing Rules and Regulations pages 1 - 4 relating to the lease and use of the said Millerstown Recreation Park Building or Pavilion premises and acknowledge(s) receipt of a copy thereof.

ACCEPTANCE: SIGNATURE OF RESPONSIBLE INDIVIDUAL/LESSEE

Signature _____ DATE _____

Printed Name: _____

_____ (name of organization, if any)

(List name and addresses of all adult chaperones on reverse side for events/facilities leased by minors).

ADDRESS _____ CITY _____

STATE _____ ZIP CODE _____ PHONE _____

EMAIL: _____

MRC APPROVAL: SIGNATURE OF AUTHORIZED REPRESENTATIVE

Teresa Hunker _____ **DATE:** _____

ADDRESS: 113 School Street **CITY:** Millerstown **STATE** PA **ZIP CODE** 17062

PHONE: 717- 512-0140 (cell)