

**EPHRATA TOWNSHIP  
265 AKRON ROAD  
EPHRATA, PA 17522**

**USE OF TOWNSHIP FACILITIES AND GROUNDS**

Use of Township facilities and grounds may be requested by making written application to Ephrata Township for fields and pavilions. In considering such applications, Ephrata Township functions and schedules shall have priority. Due to limitations in the amount of parking, pavilion usage will be limited to events for a maximum of 100 people. All reservations must be submitted to the Township no later than 14 days prior to the date of the event.

Anyone requesting the use of Township facilities will be classified in one of the following three Applicant categories by administration, and subject to appropriate fee schedules and costs (attached). Such fee schedule and costs have been established by Resolution by the Board of Supervisors and made part of this policy.

- CLASS A** All organizations affiliated with or supervised by Ephrata Township; or as determined by the Board of Supervisors.
- CLASS B** Ephrata Township Residents and Businesses; Ephrata Township Non-profit organizations (Civic, Fraternal, Religious, Educational).
- CLASS C** All others.

- \* **DRUGS AND ALCOHOL ARE PROHIBITED** on Township property at all times.
- \* **SUNDAY USE** – No Sunday use before 12:00 P.M. without prior approval.

**ALL FACILITIES AND GROUNDS**

The Township reserves the right to restrict and/or cancel any approved use at any time.

The Township may require a refundable deposit, from which damages and clean-up may be recovered.

Out-of-pocket costs will be assessed to the Applicant.

All applicants granted use of Ephrata Township facilities are expected to exercise care in protecting Township property from damage. All damages will be the responsibility of the Applicant. The Applicant shall supervise activities to prevent disorderly conduct at any time while using Township facilities. Only appropriate uses will be permitted. The Applicant shall be responsible for any special needs. No safety violations are permitted.

Failure to conform to the above conditions, and those set forth in the rental agreement, or to adhere to the Ephrata Township Park Rules and Regulations, will cause Ephrata Township officials to immediately terminate use of the facilities and to deny such use to the Applicant in the future.

All checks are made payable to Ephrata Township and shall be mailed/delivered to Ephrata Township, 265 Akron Road, Ephrata, PA 17522

**SCHEDULE OF FEES**

	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>
<b>1. Large Pavilion:</b>	N/C	\$100/Day	\$150/Day
<b>2. Baseball / Softball Field</b>	N/C	N/C	(Up to \$500)
<b>3. Athletic Field:</b>	N/C	N/C	(Up to \$500)
<b>4. Security Deposit</b>	N/C	(Up to \$200)	(Up to \$500)

\* Ephrata Township reserves the right to adjust rental fees in special instances as necessary.

**FEES FOR DAMAGE TO TOWNSHIP PROPERTY WILL BE ASSESSED ACCORDINGLY.**

# APPLICATION FOR (RENTAL) USE OF EPHRATA TOWNSHIP FACILITIES

1. NAME AND ADDRESS OF ORGANIZATION/INDIVIDUAL REQUESTING RENTAL OF FACILITY

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

By: \_\_\_\_\_

(Individual in charge of activity if different from above)

Telephone: \_\_\_\_\_ between 8:00 AM and 4:00 PM

\_\_\_\_\_ after 4:00 PM

Type of Organization: \_\_\_\_\_

(Specify – Service, Religious, etc.)

Type of Activity and Number of People: (Be Specific) \_\_\_\_\_

2. Will admission/participation fee be charged? \_\_\_\_ Yes \_\_\_\_ No

3. Date(s) Requested: \_\_\_\_\_  
(Attach Schedule  
if Necessary) \_\_\_\_\_

4. Time of Event: from \_\_\_\_\_ AM or PM to \_\_\_\_\_ AM or PM

5. Facilities Requested: (Check appropriate box)

Pavilion and Kitchen Facilities \_\_\_\_\_ Pavilion Only \_\_\_\_\_

Baseball Field \_\_\_\_\_ Soccer Field(s) \_\_\_\_\_

6. Ephrata Township is not responsible for any personal property, whether it is left on premises, lost, stolen or damaged.

7. Ephrata Township will not be liable or responsible to any person or persons engaging in the entertainment or employed by the renting organization in connection therewith, or any person or persons attending, or entering or leaving the premises (rented facilities/grounds). It being understood that the renting organization assumes all responsibility and liability for accidents or injuries which may occur or any claim which may arise out of the use of the premises and does further hold harmless Ephrata Township, its agents or employees from any and all claims whatsoever that may arise from this rental.

8. Acknowledgment of receipt of Rules and Regulations: The undersigned hereby acknowledges receipt of the rules and regulations pertaining to the use of Ephrata Township property. It is understood that the failure to comply with these rules and regulations may result in the forfeiture of any posted security deposit; the future use of the facilities or possible prosecution.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name as it appears above

**FOR OFFICIAL USE ONLY**

**Pavilion and/or field Authorization:**

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

Approve \_\_\_\_\_

Denied \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_