

PEQUEA TOWNSHIP
POLICY FOR PAVILIONS

SUBJECT: TOWNSHIP-OWNED PARK PAVILION RESERVATION POLICY

1. **Purpose.** The purpose of this policy is to establish a fee and set of procedures for the set-up and maintenance related to park pavilion reservations in the Township park system.
2. **Authority.** Pequea Township Board of Supervisors
3. **Application.** This policy applies to all groups, and individuals making a request to reserve a block of time, to the exclusion of others, on Township-owned park pavilions.
4. **Responsibility.** The Township Park and Recreation Board will have the responsibility for overseeing and implementing this policy.
5. **Policy.**
 1. **Fees:**
 - A. **Non-Profit:** \$25.00 non-refundable
 - Residents:** \$35.00 non-refundable
 - Non-residents:** \$45.00 non-refundable
 - B. If additional police and/or labor are required for traffic control, call out for park maintenance, and/or preparation and clean up, the party making the reservation shall reimburse the Township the cost for such additional service.
 - C. **Cancellations:** Any Cancellation or schedule change less than seven (7) business days prior to the reserved time will not be eligible for a Refund.
2. Telephone reservations will be accepted on a first-come, first-serve basis. A Reservation form with full payment must be received within five (5) days of the telephone reservation; otherwise the telephone reservation will be canceled.
3. Reservations will start being taken after February 1st of each year for the Current calendar year only.
4. If you are bringing in a lot of material for Pavilion #2 located in the peninsula, you may ask for permission to drive to the area to unload and then park up in the parking area.

5. Due to uncontrollable circumstances, the park may be closed down by a Township official without prior notice.
6. The pavilion reservations are for the pavilion as the park remains open to the public for normal use.
7. The Township reserves the right to deny any reservation requests.
8. Pequea Township Rules and Regulations prohibit the possession and use of alcoholic beverages in our Township park.
9. The Township of Pequea Park and Recreation Board reserves the right to waive any and all and non-refundable fees listed above for non-profit groups.
10. Silver Mine park rules and regulations must be adhered to at all times.