



CHAMBERSBURG RECREATION CENTER FIELD / COURT RENTAL APPLICATION

Revised 6/20/2025

Today's Date: _____

Person/Organization Renting: _____

Address: _____

Please Circle area of Residence: Borough of Chambersburg Greene Township Guilford Township
 Hamilton Township Letterkenny Township Lurgan Township Other

Contact Person's DOB: _____ Email: _____

Phone (Cell): _____ Phone (Other): _____

I understand, as the contact person, that I am responsible to remain onsite during this event.

(Initial)

Date Requested: (please include day of the week) _____

Arrival Time: _____ Departure Time: _____ Approximate Attendance: _____

Type of Activity: _____ Will you be selling/giving away food/drink? _____

Field Requested: _____

Special Considerations: _____

Facility/Service	Cost	Borough Rate	Permitted Activities	Notes
Basketball Court	\$19/hr	\$15/hr	Practices/Games	
Large Multipurpose Field	\$19/hr	\$15/hr	Practices/Games	
Small Soccer Field	\$17/hr	\$12/hr	Multi-use	
Tennis/Pickleball Court	\$19/hr	\$15/hr	Practices/Games	
Tournaments	\$95/field/day	\$75/field/day	Practices/Games	
Maintenance	\$55/field	\$55/field	Preps fields for games	
Lights	\$10/hr	\$10/hr	A custodian/Park Guard is needed to turn on/off lights	
Park Guard	\$25/hr	\$25/hr	Park Guards will be assigned to tournaments/events as needed	
Custodian	\$25/hr	\$25/hr	Custodians will be assigned to tournaments/events as needed	



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Minimum Insurance Requirement for Leagues – Tournaments – Events - For-Profit Businesses:

Comprehensive Liability Insurance \$1,000,000 and Property Damage \$1,000,000 listing the Borough of Chambersburg as a Certificate Holder and additional insured. (Enclose copy of Insurance Policy)

Please Note:

1. According to the Recreation Board Policies and the Borough Ordinance No. 76-22
- NO ALCOHOLIC BEVERAGES, NO DRUGS, NO DOGS OR OTHER ANIMALS permitted in/on Recreation facilities, playing areas, park areas, and parking lots. Any person in violation of the Recreation Department Policies/Borough Ordinance shall be removed from the area, with possible suspension from future use of Borough facilities and could be fined \$300.00 or imprisoned up to thirty (30) days.
2. Program Sponsors and/or Program Directors are responsible for:
- Enforcing Recreation Department Policies, and paying the appropriate fees which may include security guard(s), facility maintenance cost, facility rental, custodial fee, utility fee, deposit, damages and individual residency fees.
3. Selling of items on Borough property is prohibited without permission or proper permits.
 - a. If your Organization plans to sell food, authorization and food permits are required.
 - b. Check with the Recreation Department office for appropriate fees and fee rates, cancellations, and other specific policies regarding your usage.

Field/Court Rental Guidelines

Any group wishing to reserve additional areas of a park will need to submit additional applications and could be required to provide a Certificate of Liability Insurance.

Any group selling or giving away of food products or other retail products to the **public** may be required to provide a Food/Health License and pay 15% commission on gross sales payable to the Recreation Department. All Commercial/For Profit sales on park property must be approved by the Recreation Department and may be subjected to additional fees.

- All Field/Court rentals are reserved through the Recreation Department and all fees associated with the rental are due and payable at the time the reservation is requested and responsible party must be 21 years of age or older.
- Refunds will be granted only if cancellations are made two weeks prior to scheduled time of use. A \$5 dollar administrative fee is retained by the Recreation Department for all refunds issued.
- **In the event of any problem during your reservation, such as other parties intruding, please call the Borough Service Center at 717-263-4111. In the event of an emergency, dial 911. You may also contact our uniformed Park Guard from Memorial Day through Labor Day by calling the Aquatic Center at 717-251-2466.**
- Proper care and use of recreation facilities is required. The cost of any property damage shall be charged to the responsible group.
- Please place trash in receptacles.
- Park patrons shall respect the rights of others and conduct themselves in a manner acceptable and becoming to others.
- No solicitation or retail sales are permitted unless approved by the Recreation Department in advance.
- **The use of alcoholic beverages and narcotics in Recreation and Park areas is prohibited. Smoking is prohibited in the pavilion area. Park Guards reserve the right to check coolers as they deem necessary. If alcohol is found it must be removed immediately. If not, you will be asked to vacate the premises without refund. Initial _____**
- The only animals permitted to be brought into the Park are Certified Service Animals. Emotional support pets do not fall within this category.
- If a licensed vendor will be serving alcohol at your event; you will need to secure an Event Permit with the Borough of Chambersburg by contacting Irene Sosa at isosa@chambersburgpa.gov or calling 717-264-5151. For a Cash/Open Bar we require 15% of sales from licensed vendor. A receipt must accompany the payment. If the vendor does not pay this amount the responsibility will fall upon you as the renter. This is due within three days of your event. This must be a private event and not open to the public.



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By signing this agreement, you are indicating receipt of these guidelines, are accepting responsibility during the event, and assuring compliance throughout your event. I also verify that our organization does not discriminate according to the American Disability Act.

SIGNATURE: _____

ADMINISTRATIVE USE ONLY

Date Received: _____ Received by (Staff): _____

Payment: _____ Check # _____ Cash _____ Credit Card _____