

CAMP HILL BOROUGH POOL RENTAL REQUEST FORM

DATE REQUESTING: _____ DAY OF THE WEEK: _____

I. APPLICATION, FEES, AND AGREEMENT

A. GENERAL INFORMATION

CONTACT NAME: _____ TODAY'S DATE: _____

ORGANIZATION NAME: _____ PHONE # (s): _____

ADDRESS: _____

EMAIL ADDRESS: _____

CHECK ONE: RESIDENT _____ NON-RESIDENT _____ **Non-resident includes the five surrounding municipalities: Lemoyne Borough, Wormleysburg Borough, Hampden Township, Lower Allen Township and East Pennsboro Township.**

TYPE OF FUNCTION: _____

TIME FOR DAY FUNCTION: 12 – 2 PM ONLY (CIRCLE)

TIME FOR NIGHT FUNCTION: 8 – 10 PM ONLY (CIRCLE)

NUMBER OF PEOPLE EXPECTED: _____ (MAXIMUM 200)

NUMBER OF PARTY PACKAGES: \$4.95 PER PERSON # PACKAGE 1: _____ #PACKAGE 2: _____

PACKAGE 1: A slice of pizza, bag of chips and drink

PACKAGE 2: A hotdog, bag of chips and drink

For other options please contact the Recreation Department

ALL renters must provide proof of liability insurance: _____

COMMERCIAL RENTER INSURANCE POLICY(S) _____

OTHER COMMENTS OR ARRANGEMENTS _____

B.

FEES FOR DAY PARTY Just the cost of the meals

FEES FOR NIGHT PARTY

RESIDENT RENTAL FEE: \$300

NON. RESIDENT RENTAL FEE: \$500

REFUNDABLE SECURITY DEPOSIT : _____ \$150

(EVERY GROUP AND/OR INDIVIDUAL MUST PAY SECURITY DEPOSIT)

(If not canceled within thirty days of event, the Security Deposit will be kept.)

TOTAL=\$ _____

DEPOSIT=\$ _____ DATE: _____

REMAINDER=\$ _____ (DUE TWO WEEKS BEFORE FUNCTION)

(Contact Recreation Office to make arrangements for rental at 737-4548)

(Rev. 1/15)

C. AGREEMENT

I agree to pay, in advance, the amount of \$150.00 security deposit for the use of the Pool and pay the balance of payment two weeks prior to event. I understand (if an organization, the organization and it's members) that I am totally liable and responsible for: (a) any and all damages, thefts, etc. incurred to the interior and exterior of the building and pool, (b) the well being of all persons involved either directly or indirectly with the requested function, (c) the Pool Area and any other part of the pool area utilized to the clean and orderly condition it was in prior to my rental and (d) have also read and understand the Borough of Camp Hill guidelines for use of the Pool I hereby agree to abide by all the rules and regulations set forth therein.

NAME OF ORGANIZATION

CLUB MEMBER: _____
(Print Name)

(Signature)

IF PRIVATE PARTY: _____
(Print Name)

(Signature)

DATE APPROVED: _____ BOROUGH SIGNATURE: _____

PAYMENT:
CAMP HILL BOROUGH
2145 WALNUT STREET
CAMP HILL, PA 17011

PAYABLE TO: CAMP HILL BOROUGH
ATTENTION: AUDREY LOGAR

Please Retain Copy

II. GUIDELINES FOR USE OF THE POOL AND POOL AREA

A. Rules and Regulations:

1. The Pool may be rented for private functions such as parties, private events, etc, if approved by the Camp Hill Borough.
2. Renters must be either a Camp Hill Borough resident or from one of the five surrounding municipalities: Lemoyne Borough, Wormleysburg Borough, Hampden Township, Lower Allen Township and East Pennsboro Township.
3. Camp Hill based organizations (civic or nonprofit) **may not** be exempt from being charged to use the Pool and Pool Area.
4. No outside food is permitted, except your own birthday cake. Don's Snack Shack is offering Party Package Options.
5. Pool Rentals at night are ONLY during the hours of 8 – 10 pm.
6. All groups using the Pool and Pool Area must depart, including clean up by 10:00 PM. Guest agrees to begin its function promptly at the scheduled time and the guest, its attendees or invites agree to vacate the designated function space at the closing hour indicated. In the event of a reservation change, the Recreation Director must be notified in advance and must approve the schedule change a week in advance.
7. Borough property may not be removed from the pool area at any time.
8. All decorations must be removed from the property at the end of your event: No tape left on tables and no balloons or signs left in pool area.
9. All refuse must be placed in its proper receptacles and then placed in the dumpster. Recyclables (can, bottles, and plastics bottles) must be separated into receptacles provided by the Borough. After all cans are emptied into the dumpster (Down in parking lot), all cans must be relined with bags provided by borough.
10. Renter will return the Pool and the pool area to the clean and orderly condition it was in prior to rental. All chairs, tables, etc., will be returned to their proper places and wiped off, if necessary.
11. Renters and their guests must follow the pool rules posted.
12. Renter must be at least 25 years or older. Photo ID required.
13. The Borough of Camp Hill reserves the right to reject or revoke any application or amend these rules and regulations at any time.
14. Cancellations of pool usage for any other reason than bad weather is subject to forfeiture of the security deposit.
15. No Alcohol is allowed. If alcohol is found on the premises, your security deposit will be forfeited. You will be asked to leave immediately.
16. Tobacco products WILL NOT be used in the Pool Area.
17. Guest agrees to be responsible for any damages done to the premises or any other part of the building, including the bathrooms during the time of the function.

RETAIN THIS COPY

18. The borough will not assume responsibility for damages or loss of any merchandise or articles left in the Pool area.

19. **ABSOLUTELY** no glitter, confetti, sparkles, or small numbers are allowed in the Pool area.

20. Open flamed candles will not be permitted.

B. Fees:

1. Fees, as listed on the previous page, should be made payable to the Camp Hill Borough. Security Deposit must be submitted at the time the application is approved by the Borough and payment for rental is due two weeks prior to rental.

2. The security deposit is required at the time of approved application and should be dated for day of function. The remaining fees must be paid two weeks prior to the function. The security deposit will be returned to the renter after the function is held minus deductions for damages, additional cleaning services incurred during the function.

3. If a reservation is canceled for a party, the renter forfeits the security deposit but will receive a refund for all other fees.

C. Priority of Multiple Requests for Usage:

1. Borough Council and Community Recreation programs of the Borough of Camp Hill
2. Individuals on a first come, first security deposit paid basis.

D. Capacity For Private Pool Events:

1. Maximum capacity of the private pool events 200.

Insurance:

1. Renters must provide the Borough with a current copy of proof of liability insurance. A copy must be provided before a rental is approved by the Borough.