

**MANOR BOROUGH PARK
PAVILION RENTAL AGREEMENT
AND GENERAL RULES & REGULATIONS**

1. Return all applications to 44 Main Street, Manor, PA 15665.
2. **Attn: PARK RENTAL** Please make checks payable to the **Borough of Manor**.

On or after January 1, 2013, the rental of the Manor Borough Park Pavilion will be at the following rates, without discount or waiver based on purpose, except as may be granted by Borough Council:

Residents	\$75.00
Non-Residents	\$100.00
Non-Profit	\$75.00 (must show proof of non-profit status)
Businesses	\$125.00

In addition to the above rates all rentals will require the Licensee post a \$100.00 security deposit.

Borough Council may waive the applicable rental rate in those instances it deems appropriate.

In any rental instance of a reduced or waived fee, a security deposit of ONE HUNDRED (\$100.00) DOLLARS will be collected. Said deposit will be refunded in whole, or in part, after an inspection is completed by the Borough Secretary or such other individual appointed by the Secretary, evidencing that no damage has been done to the pavilion.

***** SECURITY DEPOSIT CHECKS WILL NOT BE RETURNED WITHOUT A SELF
ADDRESSED STAMPED ENVELOPE*****

3. Applications will be honored on a first paid basis. A non-refundable deposit of Twenty-Five (\$25.00) dollars will be required to hold the rental for a particular date. This deposit will be due with the executed Application. Reservations may be made on and after January 1st of each year for that year.
4. The cancellation of a reservation by the renters will result in a forfeiture of fees if the office is not notified in writing within thirty (30) days of the scheduled reservation. **No refunds will be issued due to inclement weather.**
5. The park closes at **Dusk**. All persons must leave the park at the request of the Borough representative or Police Officer at the appointed closing time. **Non-compliance shall result in forfeiture of your security deposit.**

6. Motor Vehicles and Pedacycles must stay on established roadways and designated parking areas. **NEVER** block the main drives in case of emergency. **AERIAL EVENTS ARE NOT PERMITTED IN THE PARK AT ANY TIME. Absolutely NO parking under Pavilions or stopping on roadway of the park for the purpose of registering or soliciting. Any vehicles left overnight will be towed away at the Renters expense.**
7. Fires are permitted in grills and barbecue pits only. Tables **must** be **replaced** under Pavilion if removed. **No** staples, tacks, or nails to anchor table cloths to tables. **No** staples, tacks, or nails to attach anything to the Pavilion posts. Non-marking tape **ONLY** is allowed and must be removed after rental. **Non-compliance shall result in the forfeiture of your deposit.**
8. Water is provided for clean up only, not recreational purposes.
9. **NO OFFENSIVE WEAPONS, FIREWORKS, PETS, GLASS BOTTLES OR UNLICENSED MOTORIZED VEHICLES** are permitted in the pavilion. **Non-compliance shall result in the forfeiture of your deposit.**
10. Pavilion rental does not include reservation of surrounding area or facility.
11. **ALCOHLIC BEVERAGES ARE NOT PERMITTED. NO GLASS or BOTTLES WITHIN THE FACILITY, FOR THE SAFETY OF ALL WHO ENTER.**

Additional picnic facilities and/or activities such as tents, hayrides, bounce houses, train rides, and horses must have prior approval by the Borough Officials before such items/activities are permitted. Persons, groups or organizations damaging the park facilities will be held financially responsible, as noted by Borough employees, officials or Police Officers, who will document the damages and present them to the Borough Office. **THIS INCLUDES WILLFUL DAMAGE OR LOSS OF EQUIPMENT.**
12. All garbage **MUST** be placed in the dumpster or a **\$40.00** clean up fee will be deducted from your security deposit.
13. Manor Park cannot be closed exclusively for any pavilion rental. Manor Park is paid for by tax dollars of Manor property owners for their use and enjoyment during regular park hours.
14. The permittee hereby agrees to indemnify and hold harmless, the Borough and its employees and agents, from any and all claims for damage or injuries to persons or property resulting from use and occupancy of the park, its facilities and equipment. The permitted shall provide to the Borough upon request, proof sufficient to the Borough, that the permittee can fulfill its obligations hereunder.

<u>Office Use Only</u>		
Rental Check # _____	Amount _____	Rental Date _____
Deposit Check # _____	Amount _____	Pavilion _____

**MANOR BOROUGH PARK
PAVILION RENTAL APPLICATION**

Person responsible for the application must be 21 yrs old or older

Name of Group _____ Number in group _____

Name _____

Address _____

Home or Work Phone # _____ Cell Phone # _____

ALTERNATE:

Name _____

Home or Work Phone # _____ Cell Phone # _____

Date Preferred _____ Second Choice _____

PLEASE DO NOT REMOVE TABLES

If tables are removed \$40 will be deducted from your Security Deposit

*Please place all garbage in the dumpster or a **\$40.00** clean-up fee will be deducted from your deposit.*

Please forward a check payable to the **BOROUGH OF MANOR** in the amount of \$25.00 to hold your event date.

Date _____ Signature _____

Please have a copy of your rental application with you on *the day of your event.*

*****NO OFFENSIVE WEAPONS, FIREWORKS, PETS, GLASS BOTTLES OR UNLICENSED MOTORIZED VEHICLES are permitted in the pavilion*****

***** SECURITY DEPOSIT CHECKS WILL NOT BE RETURNED WITHOUT A SELF ADDRESSED STAMPED ENVELOPE*****

MANOR BOROUGH RULES AND REGULATIONS FOR BOROUGH PARKS AND RECREATION AREAS

The following rules and regulations are hereby established for the management and protection of the parks and recreation areas that currently are or may hereafter be acquired, leased, managed or established by the Borough of Manor:

A. The parks and recreation areas shall be open to the public on such days and at such times as determined from time to time by the Borough Council. No person other than authorized officials, consultants, agents, invitees or employees of the Borough shall be in any park or recreation area at any time other than the times established by the Borough Council.

B. No person shall injure, deface, remove, cut or damage any of the trees, plants, shrubs, grass, turf, buildings, structures or fixtures therein, or any other property of the Borough located within any park or recreation area.

C. No person shall remove any bench, seat, table, grill, fire pit, equipment or facilities from the park or recreation area or change the location thereof without permission from the person designated by the Borough Council or Recreation Board to supervise the park.

D. No person shall conduct himself/herself within the park so as to annoy any other person occupying or using any park or recreational area.

E. No person shall hold any meeting or gathering, assembled through advertisement or public notice, or any gathering otherwise assembled and composed of fifty (50) or more persons, within the limits of the park or recreation area without having first made application to the Borough Council for a permit therefore. Such permit shall indicate the location in the park or recreation area where such gathering or meeting shall be held and such gathering shall not be held at any other location within the park or recreation area. The application for such permit shall be in the name of a person who shall be responsible for all activities and conduct of the group or gathering and compliant with the Rules and Regulations. A permit may be refused for any person or any group at the discretion of the Borough Council.

F. No person shall set up any booth, table or stand for the sale of any article, item, product or service whatsoever, within the limits of any park or recreation area without the consent of the Borough Council, which shall have authority to refuse such consent in any instance.

G. No person shall dispose of any waste or garbage in the park or recreation area except in receptacles designated for the respective purpose. All persons using the park shall dispose of all waste and garbage left by them in such property receptacles. No person shall bring to and dispose of any waste or garbage in the park or recreation area.

H. No person shall injure, deface or destroy any notice, rule or regulation posted at any place within any park or recreation area by authority of the Borough Council or Recreation Board or any other authority of the Borough. Nor shall any person post, at any place within the park, any notice or placard other than by authority of the Borough Council or Recreation Board.

I. No person shall set or maintain any fire in any park or recreation area except in stoves, grills and fireplaces maintained for the purpose and located by authority of the Borough Council or Recreation Board.

J. No person shall bring alcoholic beverages into the park, either for his/her own use or consumption or for the use or consumption of any other person.

K. No person shall carry, possess or discharge any explosives, offensive weapons, slingshots, fireworks, arrows or other unlawful weapons on or into Borough property that is used for or in connection with any park, playground or recreational area of the Borough unless prior permission has been granted by the Borough Council in designated areas. Police officers and others while engaged in the performance of their official duties who are exempted pursuant to the laws of the Commonwealth of the United States from any prohibition, activity or action provided above shall likewise be exempt from the application of these provisions. Further, any person who qualifies for an exception or exemption from the application of any of the above pursuant to the laws of the Commonwealth or the United States shall likewise be excepted or exempted from the application of these provisions.

L. No person shall hunt for, capture or kill, or attempt to hunt, capture or kill, or aid or assist in the hunting, capturing or killing of, in any manner, any wild bird or wild animal of any description, either game or otherwise, in or on any Borough property that is used for or in connection with any park, playground or recreational area, unless prior permission has been granted by the Borough Council in designated areas. Police officers and others while engaged in the performance of their official duties who are exempted pursuant to the laws of the Commonwealth of the United States from any prohibition, activity or action provided above shall likewise be exempt from the application of these provisions.

M. No person shall operate any motorcycle, all terrain vehicles, utility terrain vehicles, mini-bike, trail bike, motor vehicle or vehicles within any park or recreation area.

N. No glass bottles or containers shall be permitted within the limits of any park or recreation area of Manor Borough.

O. Animals.

1. Except for dogs, and subject to the restrictions and conditions hereinafter set forth, no owner or possessor of any animal, bird, fowl, reptile or amphibian (hereafter collectively referred to as "animal"), shall possess, have, cause or permit it to be in or upon any park or recreation area of the Borough of Manor.

2. Any person owning, possessing or controlling any dog may have the same within any park or recreation area of the Borough of Manor subject to the following conditions and restrictions:

- a. No such person shall cause or allow such dog to be unleashed or unrestrained.
- b. No such person shall cause or permit such dog to be out of control under any circumstances.
- c. All dogs in a park or recreation area of the Borough of manor shall have a current, valid Pennsylvania dog license, which license shall be properly displayed upon the dog.
- d. If required pursuant to the Rabies Prevention and Control in Domestic Animal and Wildlife Act of the Commonwealth of Pennsylvania and the Rules and Regulations promulgated thereunder , every such dog shall have a rabies vaccination and such fact shall be properly displayed by the rabies tag upon the dog.
- e. No dog in any park or recreation area of the Borough of Manor shall be outfitted with a prong, spike or similar collar.
- f. Any dog in a park or recreation area of the Borough of Manor that exhibits aggressive behavior toward any person or animal shall be prohibited and upon showing of such aggressive behavior must be removed from the park.
- g. No leash shall be longer than six (6') feet in length.
- h. All leashes or other control devices must be continuously maintained in the hand or hands of the person owning, possessing and controlling the dog.
- i. No person owning, possessing or controlling the dog shall permit or allow the dog to defecate upon any property, personal or real, unless such person immediately removes the feces and properly disposes of it. Any such person shall carry with him or her at all times a suitable container or other suitable instrument for the removal and proper disposal of such feces. These provisions shall not apply to a guide dog accompanying a person with a disability.

- j. No person owning, possessing or controlling a dog in a park or recreation area of the Borough of Manor shall permit such dog to bark or act in any manner so as to cause a disturbance of the peace of any other person within the park or recreation area.
- k. Any person owning, possessing or controlling a dog shall at all times have such dog under such control to prevent the dog from harassing or injuring any other person, property or animal within the park or recreation area.

Any person who shall violate any provision of these Rules and Regulations, upon conviction thereof, shall be sentenced to a fine of not more than ONE THOUSAND (\$1,000.00) DOLLARS, together with costs; and, in default of payment of said fine and costs, to a term of imprisonment not to exceed thirty (30) days. Each day that a violation of these Rules and Regulations continues and each Rule and Regulation that shall be found to have been violated shall constitute a separate offense.