



BOROUGH OF LEMOYNE  
 510 Herman Avenue  
 LEMOYNE, PA. 17043  
 (717) 737-6843

**REQUEST/AUTHORIZATION FOR USE OF A BOROUGH PARK PAVILION**

Today's Date: \_\_\_\_\_

Date(s) requested \_\_\_\_\_ Day of the week: \_\_\_\_\_

Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm # of Hours \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Organization: \_\_\_\_\_

\_\_\_\_\_ Lemoyme Resident - \$50.00 per day      \_\_\_\_\_ Non-Resident - \$100.00 per day

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Number of people attending: \_\_\_\_\_ Number of vehicles anticipated: \_\_\_\_\_

Other comments or arrangements: \_\_\_\_\_

PAVILION REQUESTED:	<u>MAX CAPACITY</u>	<u>PICNIC TABLES</u>
_____ UPPER PAVILION AT NEGLEY PARK	120 people	15
_____ LOWER PAVILION AT NEGLEY PARK	96 people	12
_____ PAVILION AT MEMORIAL PARK	64 people	8
_____ PAVILION AT MAPLE STREET PARK	40 people	5

The Requestor agrees to pay, in advance, as a resident individual, organization or business, the reservation fee of \$50.00 per day. The Requestor agrees to pay, in advance, as a non-resident individual, organization or business, the reservation fee of \$100.00 per day. Special rates apply at the Swimming Pool. **A 30 day calendar notice is required if canceling your event in order for rental fees to be refunded. However, if on the day of the reservation the event is canceled due to severe weather or some other "Act of Nature", the requestor may reschedule the event for no additional fee.** I understand that I am responsible for returning the pavilion or any part of the park utilized to a clean and orderly condition. **I have read and understand the Borough of Lemoyme rules and regulations for use of the parks and pavilions. I hereby agree to abide by all the rules and regulations set forth herein.**

REQUESTOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**BOROUGH USE ONLY**

Borough Staff Approval \_\_\_\_\_ Date: \_\_\_\_\_

Payment Amount \_\_\_\_\_ Received \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ CC \_\_\_\_\_



#### PARK HOURS

All parks, except Memorial Park, will be closed from 10:00pm to 5:00am daily, and it shall be unlawful for any person to be in the parks between those hours. Memorial Park will be closed from 9:00pm to 5:00am, and it shall be unlawful for any person to be in the park between those hours.

#### VEHICLE USE

Buses, tractor trailers and other commercial vehicles are not allowed in the parks or in areas designed for vehicle use. Permitted vehicles must remain on the portions of the park designed for vehicle use. Vehicles are NOT permitted to park on the grass. Bicycles are not permitted in the parks except for in designated areas.

#### PAVILION USE

No person shall have exclusive use of a pavilion or any portion thereof without first having obtained written permission from the Borough. Reservation requests must be completed at the Borough Administrative Office, 510 Herman Avenue, Lemoyne, PA. Any person or persons utilizing a pavilion or any part thereof without having written authorization of exclusive use issued by the Borough shall vacate the facility when requested to do so by someone who does have written authorization for such use.

#### FIREARMS

It shall be unlawful for any person to carry or discharge any gun, air gun, pistol or fireworks.

#### ALCOHOLIC BEVERAGES

Alcoholic beverages and unlawful drugs are not permitted in any park.

#### TOBACCO PRODUCTS

Tobacco products are not permitted in any park.

#### DOGS

Dogs are permitted only in Negley and Memorial Parks and only in designated areas.

#### RADIOS

Vehicle radios, portable radios and television sets shall be set low enough in volume so as not to interfere with the enjoyment of the park by others.

#### LITTER

It shall be unlawful for any person to scatter, drop or leave any debris or other rubbish within the park except in receptacles provided for that purpose.

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#### GENERAL CONDUCT

It shall be unlawful for any person to use threatening, abusive, profane or indecent language; commit any disorderly or immoral acts; gamble or play any games of chance; obstruct in any way any roadway or path; deface or mutilate copies of any rules or regulations or any other notices posted by the Borough of Lemoyme; build any fire other than at places provided; or offer anything for sale within the parks.

#### GOLFING

Golfing is not permitted in any Borough park.

#### UNLAWFUL ACTS

It shall be unlawful to pull, injure, or break any flower, fruit, plant, tree, grass or turf other than through ordinary use. It shall be unlawful to injure, trap or destroy any wildlife. It shall be unlawful to write, paint, carve or otherwise deface or injure any tree, bench, picnic table, structure or other improvement in the park. It shall be unlawful to carry, possess or control any ax, saw, pick, shovel, spade, archery equipment or similar tools within the parks.

#### TENNIS COURTS

The tennis courts at Negley Park are for use only by persons who have paid the annual tennis court fee.

#### SWIMMING POOL PARTIES

Check with borough staff for special rates, policies and procedures for renting a pavilion or other picnic facility at the swimming pool for your exclusive use. Special rates apply depending on the time of day requested.

#### REPORTING OF DAMAGES, INOPERABLE EQUIPMENT, UNSAFE OR UNSANITARY CONDITIONS

Please report any damages, inoperable equipment, unsafe conditions, or unsanitary conditions (including no available trash receptacle) to Borough staff by calling 717-737-6843. If no one is available, please call the West Shore Regional Police Department at 717-737-8734.

#### EXCEPTIONS

The Borough of Lemoyme reserves the right to reject or revoke any applications or amend these rules and regulations at any time.