

ANTRIM TOWNSHIP COMMUNITY PARK  
FIELD USE AND RESERVATION FORM

**INSTRUCTIONS:**

- All **Pavilion** reservations should be made by calling (717) 597-3818 x122
- Complete the upper portion of this form
- Attach your group's certificate of insurance (if applicable)
- Submit the form to Antrim Township.

\*Make checks payable to "Antrim Township". Payment is due upon approval of your reservation or at a minimum of 10 days prior to the date of your event/activity unless otherwise indicated.

**Notice: Any damages to, or loss of Township property during, or as a result of, this event/activity will result in additional charges to you or your group/organization and loss of privileges to use park facilities in the future.**

Group/Organization \_\_\_\_\_

Event/Activity \_\_\_\_\_ Anticipated Attendance \_\_\_\_\_

Responsible Person \_\_\_\_\_ Email: \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

**Facility/Facilities Requested:**

( ) Soccer/Multi Use Field(s): size ( ) 225'x350' ( ) 150'x300' ( ) 135'x225'

( ) Baseball Field(s): specify age group using field \_\_\_\_\_

Date(s) of Use \_\_\_\_\_ Time Begin \_\_\_\_\_ Time End \_\_\_\_\_

Are you charging admission or an entry fee to this event/activity? \_\_\_ Yes \_\_\_ No

Do members of your group pay dues, or a participation fee? \_\_\_ Yes \_\_\_ No

Does your group plan to sell souvenirs or other items as part of this event/activity? \_\_\_ Yes \_\_\_ No

Does your group plan to have a concession trailer at your event/activity? \_\_\_ Yes \_\_\_ No

Do you plan to use any special equipment such as a generator, sound system, etc...? \_\_\_ Yes \_\_\_ No

Will you require electricity for your event/activity? (State what will be used) \_\_\_ Yes \_\_\_ No

Signature of Requestor \_\_\_\_\_ Date \_\_\_\_\_

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**OFFICIAL USE ONLY - PLEASE DO NOT WRITE BELOW THIS LINE -**

Parks Director: Approved \_\_\_ Denied \_\_\_ N/A \_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Class: \_\_\_ 1 Individual/Family /Community Group/Organization - Resident(s) of Antrim Township

\_\_\_ 2 Individual/Family /Community Group/Organization – based outside of Antrim Township

Charges: \$ \_\_\_\_\_ Facilities Usage Fee

(\$ \_\_\_\_\_) Amount Paid with submission of this form

\$ \_\_\_\_\_ **Balance (due 10 days prior to your event)** Date Due \_\_\_\_\_ Date Paid \_\_\_\_\_

Rev. 2/25/2014

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While at the Park:

Report suspicious activity to the Pennsylvania State Police (717) 264-5161.

IN CASE OF EMERGENCY DIAL 911

Please report any damages to the township immediately by calling 597.3818.

Please let us know about your visit:

Were the facilities clean and orderly? \_\_\_\_\_ If not please specify: \_\_\_\_\_

Were the fields or courts you used left in playable condition by the previous user? \_\_\_\_\_

Additional suggestions or comments: \_\_\_\_\_

Please note the date and time of your visit to the park: *date* \_\_\_\_\_ *time* \_\_\_\_\_

Your name and event or reason for your visit: \_\_\_\_\_

Please return your comments and suggestions to:      Antrim Township  
Attn: Parks and Recreation  
P.O. Box 130  
Greencastle, PA 17225

Or by email to: [info@twp.antrim.pa.us](mailto:info@twp.antrim.pa.us) with Parks and Recreation in the subject line

Thank you.