

**REQUEST FOR USE OF SHADY GROVE COMMUNITY CENTER PAVILION**  
SHADY GROVE COMMUNITY CENTER  
Mailing Address: P.O. Box 29 Shady Grove, PA 17256  
**Booking Agent: 717-597-1156**

Date of Application: \_\_\_\_\_

**YOUR RENTAL DATE WILL NOT BE HELD ON THE CALENDAR UNTIL YOUR APPLICATION AND PAVILION PAYMENT HAVE BEEN RECEIVED.**

Name of Group, Individual, or Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ Date of Event: \_\_\_\_\_

Approximate Time Entering Pavilion \_\_\_\_\_ Approximate Time Leaving Pavilion \_\_\_\_\_

First Contact Person: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Second Contact Person: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Person or Persons Responsible at the Function: \_\_\_\_\_

Please state briefly the purpose of your intended use of the pavilion. \_\_\_\_\_

\_\_\_\_\_

Number in Group: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Person(s)

\_\_\_\_\_  
Please Print Name

## RULES, REGULATIONS, AND FEES FOR USE OF SHADY GROVE COMMUNITY PAVILION

1. Pavilion is free and open to the public. However it may be reserved on a first come, first served.
2. A request for permission to use the Shady Grove Community Center Pavilion shall be made through the submission of a *Request for Use of Pavilion* and a \$35/\$50 Reservation payment.
3. There will be no alcoholic beverages or use of drugs allowed anywhere on the property.
4. Attachments and decorations of any kind are not permitted on the posts, ceilings, or any part of the pavilion. Writing or marking of any kind on chairs, tables, or pavilion is not allowed. There will be no exceptions to this rule!
5. All trash should be tied in garbage bags and disposed in the green dumpster located on the parking area. Please use the designated trashcans to recycle aluminum cans.
6. If tables have been rearranged in the pavilion, return the tables to their original positions.
7. Table are NOT to be removed from the pavilion
8. All lights must be turned off before leaving the pavilion.
9. DJ services and dancing are permissible. No rice, confetti, or birdseed may be thrown on the property.
10. Adult supervision is absolutely required when children and youth are anywhere inside the pavilion or playing on the playground.
11. No roller blades, skateboards, "wheelies", or shoes with cleats are allowed anywhere inside the pavilion.
12. Sitting on tables is not allowed. Candy, gum, and beverages must be placed in the appropriate containers.
13. The fire in the fire ring must be totally extinguished.
14. No parking permitted on the infield or outfield of the ball fields. Park only in parking lots.
15. Any property damage found upon completion of your rental will be evaluated and monetarily assessed. The Association will determine whether the persons responsible at the function will be held liable to pay for the damaged property.
16. The Shady Grove Improvement Association is not responsible for vehicles and items left in them and/or items left in the pavilion.

The following reservation fees shall be charged for reserving the Pavilion:

Reservation Fee for reserving the pavilion from 6:00 a.m. until 3:00 p.m.	\$35.00
Reservation Fee for reserving the pavilion from 3:00 p.m. until 10:00 p.m.	\$35.00
Reservation Fee for reserving the pavilion for all day events.	\$50.00

Fees are to be paid to the **Shady Grove Improvement Association** (cash or check) and mailed with this request form to: Sherry Miles, P.O. Box 29, Shady Grove, PA 17256.

Cancellations may be made, but **NO REFUNDS WILL BE MADE**. No rain checks given. Reservations are at your own risk. In the case of a cancellation, the Association *may* allow reservations to be rescheduled on a case by case basis. Only in the rare occasion that the Association cancels the reservation due to severe weather will a refund be made upon request.

I/We agree to comply with the above-mentioned rules, regulations and rental fees.

\_\_\_\_\_  
Signature of Authorized Person

Date: \_\_\_\_\_