

**Genesee Township Park and Recreation**  
**Renter's Agreement with Policy and Procedures**

Person/Group Reservation Name : \_\_\_\_\_

Date of Reservation : \_\_\_\_\_

Start Time to End Time : \_\_\_\_\_

Requested reservation of Building #/Pavilion#: \_\_\_\_\_

Person of Contact Making Reservation:

Name : \_\_\_\_\_

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

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

Email: \_\_\_\_\_

What type of event being held: \_\_\_\_\_

(IE: family reunion, wedding reception, birthday party, etc)

Number of people attending event: \_\_\_\_\_

NOTE : Number over 100 requires a special permit from the Genesee Township Board of Supervisors per their Ordinance/regulations pertaining to large group gatherings. Please contact the Genesee Township Office for more information.

Acknowledgement Page

I (we) \_\_\_\_\_, have completed this application for a Genesee Park Reservation. I (we) have read the included policy and procedure and I (we) in agreement to these stipulations as written and understand that we take responsibility for any personal injuries or property/equipment damages that occur during this rental.

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

Signed Renter/lessee

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

Signed Renter/lessee

## Policy and Procedures

Once again, this year we will be renting our building and pavilions out. We ask that you please keep in mind we are all volunteers and will do our best to make sure your time spent in our park is both pleasurable and memorable. Building/pavilions availability starts May 1<sup>st</sup>, and ends November 1<sup>st</sup>. General Park hours are from sunrise to sunset – 7 days a week.

Individuals who desire to rent the Genesee Park facilities must complete and sign the Park Renter's Agreement and be bound by its terms. The Park is available for rent on a first come, first serve basis. Dates may not be reserved more than one(1) year in advance.

### Rental Fee and Policy:

- The fee rental fee is \$50.00 per building/pavilion per day.
- Renters/lessees are responsible for their own setup and clean up at the end of their event. Garbage cans are provided within each building/pavilion.
- Restrooms are provided in the Park. These facilities are open during park hours (May 1 – Nov 1) depending on the weather.
- Rental fee must be paid in full no later than two weeks prior to your rental date to avoid your rental being made available to the public once again.
- Please make checks or money orders payable to: Genesee Park and Recreation. All fees paid will be processed immediately upon receipt.
- Alcohol is not permitted within the park grounds
- Renters/lessees are responsible to follow State, County and Locally ordered health guidelines

### Cancellation Policy:

It is requested all cancellations be made no later than two weeks prior to the reservation date to avoid losing partial or all refunds.

Last minute cancellations may result in the park and Recreation Board keeping a portion (\$25.00) or all fees (\$50.00); as we may no longer be able to rent your building or pavilion

Legitimate cancellations will be considered such as events beyond our control "Act of God", storm damage/emergency Park closing, tragic event in family to cause cancellation of your reservation are a couple examples.



### **Liability Policy:**

The Genesee Park and Recreation Board and the Genesee Township are not responsible for injuries to persons or damages of loss of property. This is entirely the responsibility of the participants. Every renter/lessee shall further agree to pay for any and all damages to the recreational facilities, all damages to or loss of any of the property and equipment of the recreational facilities, resulting either directly or indirectly from such occupancy and use of the recreational facilities, by or through the negligence or other acts of the renter/lessee or any person participating in or attending their function.

Renter/lessee will indemnify and hold Genesee Park and Recreation and the Genesee Township harmless for any and all personal injury and/or property damage caused by renter/lessee or their guests as stated in the rental agreement.

### **Genesee Park and Recreation Board contact information:**

Denny Mattison Jr – 585-808-6451

Sue Ransom – 814-228-3627

### **Genesee Park physical address:**

100 N. Genesee Street  
Genesee, PA 16923

### **Genesee Park mailing address:**

P.O. Box 55  
Genesee, PA 16923