

Borough of Carlisle – Carlisle Parks and Recreation

CARLISLE AREA SCHOOL DISTRICT CLASS USE PAVILION RENTALS

Rental Cost: \$10

Restroom Key: Deposit \$10 (refundable)

- **RESERVATIONS REQUIRED**- Pavilions are available by rental on a first come, first serve basis. Please stop by the Parks and Recreation Department or call (717) 243-3318 to make your reservation. Payment is due at the time of reservation.
- **RESERVED SIGN** – Pick-up your reserved sign the business day before your rental at the parks and rec office. Post your sign at the pavilion the evening before/ morning of your event to prevent another party from setting up at the pavilion before you arrive. A corkboard is located on one of the posts to hang up your sign. Take along your permit to provide proof of your rental, if needed.
- **OCCUPIED PAVILION** – If the pavilion is occupied by others at the time of your reservation, inform them that you paid to reserve the pavilion. The other party must remove their belongings and leave the area immediately. If they do not cooperate, call the Carlisle Police for assistance.
- **RESTROOM KEYS** – Restrooms are locked at all times. Pavilion renters who wish to utilize the rest rooms must pick-up the keys the business day before your rental and bring a \$10 key deposit (cash or a credit card number to hold). You are required to return the keys to Carlisle Parks and Recreation by the next business day.
 - o Cash key deposits – You will receive your cash \$10 when you return your keys.
 - o Credit Card key deposits - A drop box is located at the Stuart Community Center entrance if you wish to return your keys the same day as your rental and your card will not be charged.

****Port-a-Johns are available if you choose not to pick up the rest room key***
- **CLEAN-UP/TRASH** – **You are responsible for all clean-up!** Please take a trash bag to collect your trash then take the bag with you when you leave. This will minimize the problem of animals pulling trash out of receptacles between trash collection days. LeTort Park pavilion renters may use the dumpster. Do not use items that are hard to clean up (confetti, glitter, silly string, water balloons) or items that cause injury (glass, thumb tacks, push pins, etc.). If you utilize the restrooms, please turn off the lights (except Letort- motion sensitive) and lock the doors.
- **UNATTENDED BELONGINGS** – We recommend that you do not leave your belongings unattended. Parks and Recreation is not responsible for lost or stolen items.
- **RENTAL CANCELLATIONS** must be made during normal business hours. Upon cancellation, rental fees will be refunded, minus a 10% administration fee. NO REFUND will be made less than one week prior to your reservation. Upon determination of the Parks and Recreation Director, rental fees may be refunded in the case of extreme weather.

Carlisle Parks & Recreation | 415 Franklin Street, Carlisle | (717) 243-3318 | parksandrec@carlislepa.org

Business Hours: Monday – Friday, 8:00 AM – 5:00 PM

Carlisle Police Department (717) 243-4121 | Emergency 9-1-1

