

2018 STCC Park and Rec

56 Cleversburg Road, Shippensburg PA 17257

PHONE: 717.532.6770 Email: parkandrec@southamptonwp.com

APPLICATION FOR RESERVATION: MULTI-PURPOSE CENTER

1. Current Date: _____ Permit No: MPC201 - _____
2. Name: _____
Address: _____

- Township/Borough: _____ County: _____
3. Email: _____
4. Telephone No: _____
5. Date(s) of Use: _____ Hours of use: _____ a.m./p.m. to _____ a.m./p.m.
The building will be opened 30 minutes prior to requested time and locked 30 minutes after ending time stated.
6. Proposed Use: (reunion, birthday party, ect.) _____
7. Request made to conduct small games of chance as authorized by the Commonwealth of Pennsylvania:
NO _____
YES _____ If "YES" is marked, please provide the License Number issued by the Commonwealth of Pennsylvania to conduct such activities:
License Number: _____

Rental payment and/or security deposit is due at the time the application is submitted. Please make check payable to: Southampton Twp - Cumberland County. Decisions will be rendered by the Township within two (2) business days from the date of submittal.

Upon denial of any application, the payment/security deposit will be returned within two (2) business days by US mail in the form of a check made payable to the applicant and mailed to the address listed on the application.

Signature of Applicant: _____ Witnessed by: _____

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DATE APPLICATION RECEIVED: _____ AMOUNT PAID: \$ _____ Check No. _____ Cash No. _____

DATE APPROVED: _____ BY _____

DATE DENIED: _____ BY _____

DATE FEE RETURNED TO APPLICANT VIA US MAIL: _____

Note: A cancellation fee shall be charged at the rate of 20%, if written notice is submitted to the township, one or more months in advance of the reservation. If the rental is cancelled less than one month before the reservation, all fees are non-refundable.

**SCHEDULE OF FEES for STCC Residents: \$40.00 PER HOUR FOR EACH OF THE FIRST TWO (2) HOURS (MINIMUM)
\$30.00 PER HOUR FOR EACH ADDITIONAL HOUR OR FRACTION OF AN HOUR**

SCHEDULE OF FEES for Non-Residents: \$50.00 PER HOUR