WARWICK REGIONAL RECREATION COMMISSION
c/o Lititz recCenter
301 West Maple Street
Lititz, PA 17543
(717) 626-5096, ext. 237
www.gowrrc.com

WARWICK TOWNSHIP
315 Clay Road, P.O. Box 308
Lititz, PA 17543-0308
(717) 626-8900
www.warwicktownship.org

USE OF TOWNSHIP FACILITIES AND GROUNDS

Use of Township facilities and grounds may be requested by making written application to the **Warwick Regional Recreation Commission (WRRC) - for fields and pavilions**; and the **Warwick Township Office for Meeting Room requests**. In considering such applications, Warwick Township functions and meetings shall have priority.

Anyone requesting the use of Township facilities will be classified in one of the following three Applicant categories by administration, and subject to appropriate fee schedules and costs (attached). Such fee schedule and costs have been established by Resolution by the Board of Supervisors and made part of this policy.

CLASS A All organizations affiliated with or supervised by Warwick Township; or as determined by the Board of Supervisors.

CLASS B Warwick Twp. Residents & Businesses; Warwick Twp. Non-profit organizations (Civic, Fraternal, Religious, Educational).

CLASS C All others.

*** INSURANCES** Applicants requesting use of the Municipal Campus Pavilion or the Lion's Club Park Pavilion for an event other than a picnic (company picnic, family reunion, etc.), or organized sports leagues requesting the use of any field, are required to obtain **liability insurance** with the stated minimum limits listed below. A certificate of insurance naming Warwick Township **AS AN ADDITIONAL INSURED** must be received by the Township two (2) weeks prior to the rental date. This requirement may be waived only by the written permission of the Warwick Township Administration.
LIMITS: $500,000 combined single limit bodily injury/property damage.

* **SMOKING IS PROHIBITED** on Township property.
* **DRUGS AND ALCOHOL ARE PROHIBITED** on Township property at all times.
* **SUNDAY USE** - No Sunday use before 12:00 p.m. without prior approval.

ALL FACILITIES AND GROUNDS

The Township reserves the right to restrict and/or cancel any approved use at any time.

The Township may require a refundable deposit, from which damages and clean-up may be recovered.

Out-of-pocket costs will be assessed to the Applicant (i.e. lining fields, mowing, special arrangements, etc.)

All Applicants granted use of Warwick Township facilities are expected to exercise care in protecting Township property from damage. All damages will be the responsibility of the Applicant. The Applicant shall supervise activities to prevent disorderly conduct at any time while using Township facilities. Only appropriate uses will be permitted. The Applicant shall be responsible for any special needs. No safety violations are permitted.

Failure to conform to the above conditions, and those set forth in the rental agreement, or to adhere to the Warwick Township rules and regulations, will cause Warwick Township officials to immediately terminate use of buildings and facilities and to deny such use to the Applicant in the future.

All checks are **made payable to Lititz recCenter**
for **pavilion and/or field reservations**
mail/deliver to: **WRRC**
c/o Lititz recCenter
301 W. Maple St.
Lititz, PA 17543

for ***Warwick Twp. Meeting Room reservations only***
mail/deliver to: ***Warwick Township***
315 Clay Road
PO Box 308
Lititz, PA 17543-0308

WARWICK TOWNSHIP
RULES & REGULATIONS

- Operation of motor vehicles is permitted on established driveways and in designated parking areas only. Motor vehicles are to be parked only in designated parking areas;
- Recreational vehicles are prohibited on Township property;
- All individuals are to maintain appropriate/respectful behavior at all times. Public disturbances, including lewd or vulgar language, and excessive noise is prohibited;
- All individuals are to exercise care in protecting Township property; breaking, cutting, defacing, or injuring any tree, plant, shrub, building, signs or other personal property is prohibited;
- You must have proper authorization for use of facilities/grounds. Forms for use of facilities/grounds are available from the WRRC website, www.qowrrc.com, the Warwick Township Administration Office, or the Warwick Township website: www.warwicktownship.org
- No possession of weapons or firearms nor discharge of same, including, but not limited to, air rifles, bows and arrows, slingshots;
- Smoking is prohibited inside Township buildings;
- No use, possession or being under the influence of alcoholic beverages;
- No use, possession or activities relating to controlled substances, drugs;
- Appropriate attire is required, including shoes and shirts;
- No littering. Trash should be placed in containers provided by the Township;
- All individuals must comply with all state and local trespass laws;
- Warwick Township is not responsible for personal property, whether it is left on premises, lost, stolen or damaged.

SCHEDULE OF FEES*

All rental fees are due with application. Make checks payable to " **Lititz recCenter**" (Methods of payment include cash, checks, debit and credit cards).

		Class A	Class B	Class C
1.	**TOWNSHIP MEETING ROOM & FACILITIES:**	N/C	N/C	$50/HR
2.	**PAVILION/KITCHEN:**	N/C	$75/DAY	$100/DAY
3.	**PAVILION ONLY:**	N/C	$50/DAY	$75/DAY
4.	**SECURITY DEPOSIT:** To cover possible clean-up, damage etc. Refundable within ten (10) business days after event.	N/C	[Up to $200]	[Up to $500]
5.	**RECREATIONAL FIELD(S):**	N/C	N/C	[Up to $500]

*Warwick Township reserves the right to adjust rental fees in special instances as necessary.

RESTRICTIONS: **NO FOOD OR DRINK PERMITTED IN MEETING ROOM OR LOBBY, EXCEPT BY SPECIAL PERMISSION. FEES FOR DAMAGE TO TOWNSHIP PROPERTY WILL BE ASSESSED ACCORDINGLY.**

PLEASE PRINT OR TYPE ALL INFORMATION

APPLICATION FOR (RENTAL) USE OF WARWICK TOWNSHIP FACILITIES

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1. NAME AND ADDRESS OF ORGANIZATION/INDIVIDUAL REQUESTING RENTAL OF FACILITY:

_____
Name

_____
Address

_____
City State Zip Code

By: _____
(Individual in charge of activity if different from above)

Email: _____

Telephone: (____) _____ between 8:00 AM and 4:30 PM

(____) _____ after 4:30 PM

Type of Organization: _____
(Specify - Service, Religious, etc.)

Type of Activity: (Be Specific)_____

_____

2. Will admission/participation fee be charged? _____ Yes _____ No

3. Date(s) Requested: _____
(Attach Schedule if Necessary) _____

4. Time of event : from _____ AM or PM to _____ AM or PM

5. Facilities Requested: [Check appropriate box(s)]

Building:

Warwick Township Meeting Room _____

Pavilions:

Municipal Campus Pavilion AND use of Kitchen Facility _____
Municipal Campus Pavilion only (NO Kitchen Use) _____
Lion's Club Park Pavilion _____

Fields:

Large Municipal Field _____
Small Municipal Field _____
Lions Park Field _____
Lions Park Volleyball Court _____
Large Linear Park Field _____
Small Linear Park Field _____
Forney Field _____
Lions Park Hockey Rink _____

6. Liability Insurance: The renting organization and/or individual executing this rental application shall obtain insurance with the previously stated limits naming Warwick Township **AS AN ADDITIONAL INSURED** and submit evidence of insurance from the agent and/or company within two (2) weeks prior to the rental date. This requirement may be waived only by the written permission of the Warwick Township Administration.

7. Warwick Township will not be liable or responsible to any person or persons engaging in the entertainment or employed by the renting organizations in connection therewith, or any person or persons attending, or entering or leaving the premises (rented facility/grounds). It being understood that the renting organization assumes all responsibility and liability for accidents or injuries which may occur or any claim which may arise out of the use of the premises and does further hold harmless Warwick Township, its agents or employees from any and all claims whatsoever that may arise from this rental.

8. Acknowledgment of receipt of Rules and Regulations: The undersigned hereby acknowledges receipt of the rules and regulations pertaining to the use of Warwick Township property. It is understood that the failure to comply with these rules and regulations may result in the forfeiture of any posted security deposit; the future use of the facilities or possible prosecution

9. **Refund of rental fee(s) will be considered with a 72-hour notice prior to the date of the scheduled event.**

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_____

Signature Date

_____

Type or Print Name as it appears above

FOR OFFICE USE ONLY

PAVILION AND/OR FIELD AUTHORIZATION:

_____ Date _____ Approved _____ Denied ____

WRRC

WARWICK TOWNSHIP MEETING ROOM AUTHORIZATION:

_____ Date _____ Approved _____ Denied ____

Daniel L. Zimmerman, Warwick Township Manager

COMMENTS:

_____

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_____