



## HERITAGE PARK PAVILION RENTAL POLICY

### RENTAL INFORMATION:

The pavilion is rented on a first-come, first-served basis. The pavilion is available for rental from April through October, and from 9am to 9pm. The applicant is renting the use of the pavilion and tables under its roof only *not* the surrounding park area or restrooms. The playground, park and restrooms are always for the use of the general public. Once an application is submitted, the Superintendent of Grounds and Office Manager will review the rental application. Applicants will be notified whether or not their application was approved.

The rental fee is \$25. A security deposit of \$25 is also required in addition to the rental fee within 10 days of the application's approval. The security deposit will not be refunded if the event is cancelled less than 30 days before the event or if the Campmeeting must do additional cleaning after the event. The security deposit will be returned if neither of the above occur.

Payment in full is to be made 45 days before the event. Failure to pay the event deposit and/or payment in full within the above time frames will result in the cancellation of your reservation. In the event of a cancellation less than 30 days before the event the Campmeeting will return all funds paid, less the \$25 security deposit, as above.

### GENERAL INFORMATION:

1. **Building:** No attachments of any sort may be made to structures within Heritage Park without prior permission from the Superintendent of Grounds.
2. **No-Smoking:** The entire Park area is a no-smoking area.
3. **Supplies:** Renters are responsible to supply their own kitchen supplies. The pavilion has hot and cold running water and a garbage disposal; there is no stove or refrigerator at the pavilion.
4. **Beverages:** **NO alcoholic beverages** may be served at the event or on the premises.
5. **Restrooms:** The restroom is available for use.
6. **Lighting:** There is interior lighting in the pavilion, as well as some outside general lighting from street-lights near the playground.
7. **Parking: Parking is Limited.** The Campmeeting has several parking areas. They are by the Mt. Gretna Fire Company, next to Rt. 117 by the Campmeeting playground, and along 117 next to the Campmeeting property. These lots are for Campmeeting residents and guests, and will be available for your event on a first-come, first-served basis.
8. **Times:** Event must be over, and the building cleared out and vacated by 9:00 p.m.
9. **Community Clean-up:** All directional signs, balloons etc. to the event and any decorations must be removed immediately following the event. If the Campmeeting staff is required to remove the above the security deposit will not be refunded.
10. **Informational Meeting: It is suggested** that a meeting be arranged with the Superintendent of Grounds to coordinate building preparations with renter's expectations. He may be contacted at (717) 964-2033 or at [superintendent@mtgretnacampmeeting.org](mailto:superintendent@mtgretnacampmeeting.org)
11. **Failure to abide by any of the policies will result in the forfeiture of the security deposit.**