

**ONTELAUNEE TOWNSHIP**  
**Willow Glen Playground**  
**11 Nantucket Drive, Reading, PA 19605**  
**Office number – 610-926-4240 ext. 200**

**APPLICATION FOR PAVILION USE AND LIABILITY RELEASE**

I, \_\_\_\_\_, intending to be legally bound, hereby, do release and agree to indemnify and save harmless the Township of Ontelaunee, its Board of Supervisors, and those acting as members, employees, and agents of the Township of Ontelaunee from and against any and all actions, claims, demands, loss, damage, liability, costs and expenses, including, but not limited to attorney fees, court costs, and other costs of litigation of every and any nature whatsoever that I or persons attending this scheduled event may hereafter suffer, incur, or pay, arising from the use of the Ontelaunee Township/Willow Glen Pavilion on \_\_\_\_\_, 20\_\_\_\_\_.

I acknowledge receipt of the attached Park Regulations.

I understand that the rental fee is for the pavilion rental only. I agree that I will pay for any costs incurred by the Township of Ontelaunee for police protection, fire police, or other expenses deemed necessary by the Township, including, but not limited to: traffic control or maintaining public order. Upon the request of the Township, I agree to pay a deposit to cover these expenses. I agree to pay any additional fee or for any damages to the premises that result from its use pursuant to this application. The fee schedule is as follows:

**Township Residents** – Anyone who resides in Ontelaunee Township may use the Pavilion for a \$ 50.00 refundable rental fee to be paid at the time of executing a Liability Release Form. In the event that the individual or group cleans up the pavilion and/or play areas and does not cause any damage to the pavilion and/or play areas during the rental period, the deposit shall be returned. If there are any damages, or if it is necessary for Township employees to clean up the pavilion and/or play area after the rental period, these costs shall be deducted from the deposit.

Any remaining deposit monies shall be returned to the individual or group after the Township of Ontelaunee has had the opportunity to inspect, cleanup, or repair the pavilion area, but no later than seven (7) business days after the date of use.

I acknowledge that the deposit required by this application to cover the cost of any damages, police protection, etc., shall be returned to me in the event that there are not any damages to the Park or the equipment and facilities contained therein and in the event that police protection is not required. I agree that any damages for cleaning and/or repairs, or the cost of police protection, shall be paid from the deposit and in the event that the damages or police protection exceed the amount of the deposit, I will pay the remaining balance within thirty days.

**Non-Township Residents** – Anyone who is not a resident of Ontelaunee Township may use the Pavilion for a \$25.00 non-refundable fee. In addition, there will be a deposit of \$ 50.00 refundable deposit to be paid at the time of executing a Liability Release Form. In the event that the individual or group cleans up the pavilion and/or play areas and does not cause any damage to the pavilion and/or play areas during the rental period, the \$50.00 deposit shall be returned. If there are any damages, or if it is necessary for Township employees to clean up the pavilion and/or play area after the rental period, these costs shall be deducted from the deposit.

Any remaining deposit monies shall be returned to the individual or group after the Township of Ontelaunee has had the opportunity to inspect, cleanup, or repair the pavilion area, but no later than seven (7) business days after the date of use.

I acknowledge that the deposit required by this application to cover the cost of any damages, police protection, etc., shall be returned to me in the event that there are not any damages to the Park or the equipment and facilities contained therein and in the event that police protection is not required. I agree that any damages for cleaning and/or repairs, or the cost of police protection, shall be paid from the deposit and in the event that the damages or police protection exceed the amount of the deposit, I will pay the remaining balance within thirty days.

**TODAY'S DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_  
(Name of Individual) OR (Name of Organization)

**(PLEASE PRINT):**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EXPECTED NUMBER OF PERSONS:** \_\_\_\_\_

**TOWNSHIP USE ONLY**

Facilities rental charge: \_\_\_\_\_

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

Received by: \_\_\_\_\_

Shred or return check: \_\_\_\_\_

## **ONTELAUNEE TOWNSHIP/WILLOW GLEN PLAYGROUND**

### **RULES AND REGULATIONS**

1. Any individual and/or business entity desiring to rent the park pavilion will execute a "Release and Indemnification Agreement" and/or provide a Certificate of Insurance naming the Township of Ontelaunee as an additional insured prior to engaging in any activity.
2. Any individual who desires to rent the park pavilion shall be at least twenty-one (21) years of age supported by appropriate photographic identification.
3. Drug or alcoholic beverage use is prohibited. No profane language.
4. Fires for the purpose of cooking must be maintained in charcoal or gas grills only brought to the site by users.  
  
**\*\*Water is NOT available at the pavilion. If using charcoal, please bring extra water and cool the coals before disposing of them.**
5. Parking is permitted on the parking lot or along the street by the curb, not on the grass.
6. Please be considerate of the neighbors! If you play music at the event, please keep the volume down.
7. All trash must be placed in provided trash cans or removed at the end of the rental period.
8. All activities must adhere to the Park's dawn to dusk restriction.
9. The pavilion shall not be rented for commercial, for profit activity, or for political fundraising.
10. Pets are allowed in the Willow Glen Playground, but owners are responsible for their cleanup.
11. No skateboarding, rollerblading, roller skating, or bicycling is permitted.

**This park is here for your enjoyment  
Please help keep all facilities clean  
Motorized vehicles prohibited on grass and footpath  
\*Please do not park vehicles on the grass\***