

MECHANICSBURG SPORTSMEN'S ASSOCIATION

RESERVATION POLICY

All individuals or groups who desire to reserve club facilities are required to comply with the following guidelines.

STATEMENT OF INTENT AND PURPOSE

Whereas the Mechanicsburg Sportsmen's Association has ample available grounds and could use such grounds to generate additional passive income, and whereas the purpose of the club is to provide services for its members including the inducement of prospective new members to join, it is our intent to offer our facilities and grounds for rental to individuals or groups of less than 100 persons.

Be it known that the club general membership, its officers and directors, shall have, and always will have, first right to any and all open dates.

APPLICATION PROCEDURE

1. All persons or groups requesting use of the Facility must submit a completed "Reservation Request" or letter of request, along with the appropriate rental fee to confirm the reservation.
2. Cancellations should be reported to the club as early as possible. Rental fees, less non-refundable deposits, will be returned as long as the club received at least a two-week advance notice of such intent or if the cancellation is necessary due to inclement weather.
3. The person signing the "Reservation Request" is responsible for the condition of the facility and/or equipment located within and any damage to the same.
4. Use of the facility shall be restricted to the terms specified on the application.

GENERAL GUIDELINES

1. All posted rules and regulations of the facility shall be applicable. All persons attending any activity must park in the appropriate parking area. No persons are permitted to park in lawn areas.

2. All persons using club facilities are responsible for cleaning the facility before leaving. Tables and chairs should be wiped off and placed in the location in which they were found. Doors should be locked upon vacating the facility. If necessary, floors should be swept ~~and/or mopped~~. All refuse must be gathered and placed in the dumpsters. Cans and bottles are to be placed in recycle container. No trash to be placed in recycle containers. Refuse receptacles located inside and outside the buildings must be emptied and the bags placed in the proper dumpster outside the building. Aluminum can refuse receptacles located outside will be attended by the club staff.
3. Consumption of alcoholic beverages is permitted upon application.
4. All groups of persons reserving club facilities agree to assume responsibility and liability for any damage or injury incurred through use of the facility and relieve the club of any responsibility for such activities. Certain groups that are associations, and/or incorporated may be required to provide a Certificate of Insurance as proof of liability coverage for the current day/days use. This certificate shall be original and list the club as the certificate holder and additional insured.
5. In scheduling facilities, member or sponsored activities will be given priority over all requests for use of the facilities.
6. All groups or persons reserving the club facilities wishing to include concessions or vendors as part of their scheduled event should notify the club for approval in advance.
7. The club reserves the right to refuse or void the application of an individual, family, or group for failure to comply with the policy and to make additional rules and regulations as deemed necessary.

FEEES AND CHARGES

Fees shall be set by separate resolution from time to time, by the club Board of Directors. For the purpose of assessing fees for reservation and use of club facilities, groups shall be categorized as explained below. Please refer to the section below which contains exceptions for use of facilities.

Group #1 - All activities organized and operated by club personnel, conservation groups, club members, civic clubs, service groups, scout groups, and school district activities at the discretion of the board. Rental fees may be waived for groups that qualify for this category. Groups qualifying for this category will remain responsible for security deposits and certain costs that may be incurred by the club for management and/or operation of the facility.

Group #2 - Private individual use, sports leagues, civic, service, and business use groups. All applicable fees shall be charged to groups or individuals that qualify for this category.

A 50% deposit is required at least 30 days prior to the event, with balance due at least three days prior to the event. If an event is to be held within 30 days of scheduling, all fees must be paid immediately.

A charge of \$50.00 shall be considered a non-refundable deposit in the event of a cancellation.

AREA(S) AVAILABLE FOR RENTAL

1. New Clubhouse	- Rent upstairs only	\$250.00
2. Old Clubhouse		\$175.00
3. Pavilion at New Clubhouse		\$125.00
4. Fishing Pavilion near Pond		\$125.00
Minimum Refundable Security Deposit		\$150.00

RENTAL HOURS

1. 8:00 a.m. to 2:00 p.m.
2. 3:00 p.m. to 9:00 p.m. (Hours may be extended)

This is a Members Club Only, however, guests rules below apply

1. Fishing permitted, at club discretion, with license and following catch & release
2. Walking on trails on blue course only
3. Shooting of any type, rifle or bow, not permitted
4. Must sign Waiver of Liability for event
5. Alcohol permitted with Proof of Insurance and Hold Harmless

EXCEPTIONS

Rental fees will be charged to those qualifying for Group #1 when one or more of the following conditions are met:

1. A registration or admission fee is charged.
2. The Purpose of the use is to generate revenue.

RENTAL AGENT

An appointed rental agent shall be responsible for all rentals. Said agent will be responsible for reporting at directors meetings of rental activity. Report is for information purposes only and agent has sole authority for rental, not subject to board approval.

A club rental committee shall be appointed to help with club rentals.

MECHANICSBURG SPORTSMEN'S ASSOCIATION

RULES AND REGULATIONS

1. Club hours are 8:00 a.m. until 9:00 p.m. daily. Rentals available from 8:00 a.m. to 2:00 p.m. or 3:00 p.m. to 9:00 p.m.
2. Alcoholic beverages are permissible, with prior approval.
3. Wilful destruction of equipment or property shall result in revocation of privileges and restitution for damages.
4. Do not litter club grounds. Place refuse in proper containers.
5. Abusive or offensive language or behavior shall not be tolerated.
6. Bicycles, skateboards and roller skates are not permitted.
7. Speed limit in parking lot is 10 MPH.
8. WATCH OUT FOR PEDESTRIANS AND CHILDREN.
9. Pets are prohibited.
10. Do not remove picnic tables and trash receptacles.
11. Place trash in receptacles provided. At the end of the event, all trash and garbage must be placed in dumpsters.
12. Fires are permitted only in grills or fireplaces. If grills are used, dampen ashes and place in container provided.
13. Clean up the tables and general area when leaving.
14. Reservations required.
15. Please make sure lights and water are shut off before leaving club and premises is properly locked, including gate.
16. Use parking areas provided. No parking is allowed on grassy areas without club approval.

MECHANICSBURG SPORTSMEN'S ASSOCIATION

RESERVATION REQUEST

Group Name: _____

Group Representative: _____

Address: _____

Type of Activity: _____

Please describe the details of the activity. If this is a catered event, please indicate name and address of the caterer. _____

Facility Requested: _____ **Clubhouse & Pavilion**
 _____ **Pavilion and Picnic Grounds**

Dates(s) and Time(s) of requested use: _____

Number of people expected to attend: _____

Alcohol will/will not be provided: _____

I/we have read the guidelines regarding use of the Club Facilities and agree to assume responsibility for observance of these regulations. I/we shall agree to assume all responsibility for any damages incurred beyond normal wear and tear and I/we also assume all liability for personal damages or injuries incurred through use of the facility and relieve Mechanicsburg Sportsmen's Club and its officials of any responsibility for such activities.

Group Representative

PLEASE RETURN RESERVATION REQUEST AND RESERVATION FEE, IF REQUIRED, TO:

**MECHANICSBURG SPORTSMEN'S ASSOCIATION
P.O. BOX 2303, MECHANICSBURG, PA 17055-3097**

***** If for a business, a Certificate of Insurance will be required. *****