

Borough of Carlisle – Carlisle Parks and Recreation
PAVILION RENTAL REGULATIONS

- **RESERVED SIGN** – Pick-up your reserved sign the business day before your rental at the parks and rec office. Post your sign at the pavilion the evening before or morning of your event to prevent another party from setting up at the pavilion before you arrive. A corkboard is located on one of the posts to hang up your sign. Take along your permit to provide proof of your rental, if needed.
- **REST ROOM KEYS** – Park restrooms remain locked at all times. Pavilion renters who wish to utilize the rest rooms must pick-up the keys the business day before your rental and bring a **\$25 key deposit (CASH ONLY)**. You are required to **return the keys to Carlisle Parks and Recreation by the next business day**. Your \$25 deposit will be returned after you return the restroom keys.
- **CLEAN-UP/TRASH** – ***You are responsible for all clean-up!*** Please wipe tables, gather your trash and place it in the appropriate receptacles. **Take large items like pizza boxes, food trays or cake boxes with you.** LeTort Park pavilion renters may use the dumpster. Do not use items that are hard to clean up (glitter, silly string, water balloons) or items that cause injury (glass, thumb tacks, push pins, etc.). If you utilize the restrooms, please turn off the lights (except Letort- motion sensitive) and lock the doors.
- **PROHIBITED** – **Alcohol, tobacco products, gambling, and fireworks.** Violators are subject to fines up to \$1000. In addition, **commercial entertainment equipment (bounce houses), profit making, yard sales, confetti and paper lanterns** are not permitted at parks.
- **COMMUNITY EVENTS** and **MOBILE FOOD VENDING** must be approved by the Parks and Recreation Director at least two weeks in advance. A Park Use Agreement, permit, and certificate of insurance will be required.
- **PETS** must be kept on a leash no longer than 6'; guests must clean up after their pets. No pets at permitted at Memorial Park.
- **BEHAVIOR/COURTESY** – Avoid offensive language or behavior. Keep music volume reasonable.
- **APPLIANCES** – If your pavilion has electricity, **do not plug in more than two appliances at one time** or the circuit breaker is likely to trip. Park Maintainers are not available to reset circuits on weekends or evenings.
- **OCCUPIED PAVILION** – If the pavilion is occupied by others at the time of your reservation, inform them that you paid to reserve the pavilion. The other party must remove their belongings and leave the area immediately. If they do not cooperate, call the Carlisle Police for assistance.
- **UNATTENDED BELONGINGS** – We recommend that you do not leave your belongings unattended. Parks and Recreation is not responsible for lost or stolen items.
- **SAFETY** – Renters and guests must observe health and safety guidelines mandated by the PA Secretary of Health.
- **RENTAL CANCELLATIONS** must be made during normal business hours. Upon cancellation, rental fees will be refunded, minus a 10% administration fee. **NO REFUND** will be made less than one week prior to your reservation. Upon determination of the Parks and Recreation Director, rental fees for pavilion may be refunded in the case of extreme weather.

Carlisle Parks & Recreation | 415 Franklin Street, Carlisle | (717) 243-3318 | parksandrec@carlislepa.org
Business Hours: Monday – Friday, 8:00 AM – 5:00 PM
Carlisle Police Department (717) 243-4121 | Emergency 9-1-1

