

*Borough of Carlisle – Carlisle Parks and Recreation*  
**SHAFFER CABIN RENTAL REGULATIONS**

*We hope you will enjoy the use of Shaffer Cabin for your party or gathering! The facility has been available to the community on a rental basis since the 1980's. Shaffer Cabin provides renters with a cozy gathering place in a unique setting. In 2017, Carlisle Parks and Recreation fully renovated the cabin, installed a new HVAC system and adapted the facility for ADA compliance. Please help us preserve the facility for enjoyment by future generations.*

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**IMPORTANT REMINDERS:**

- The rental fee covers **ONE DAY ONLY**. You may not enter the cabin the day before your rental or return the following day.
- No wall decorations – **DO NOT** use tape, staples, nails or push pins on the walls or ceiling.
- No glitter, confetti, powder balloons or silly string, whether inside or outside.
- Do not allow guests to sit on tables or counters.
- Do not use the fireplace.
- Alcohol, tobacco, drugs and vaping are prohibited. Guests may smoke in their vehicles.
- Pets are strictly prohibited in the cabin. Pets may be kept outside, if leashed. Scooping is required. The dog park is private and not available to cabin renters or guests.

**Address** – 1649 Carlisle Springs Road, Carlisle.

**Hours of use** – 10:00 am to 11:00 pm daily

**Furnishings** – 60 folding chairs, 12 six-foot rectangular tables.

**HVAC system** – The heat or air conditioning will be preset by park maintainers prior to your rental. If you need additional heat, turn on the electric heaters located on the sun porch. The sun porch is not airconditioned.

**Utility closet** – Garbage bags, cleaning products, disinfectant and supplies are available for your use. A mop and bucket are available if you need to wet mop the floor. Otherwise, please use the vacuum, or sweep with the broom and dustpan. Toilet paper and paper towels are available for restocking the bathrooms. Keys for the dispensers are located in the utility closet.

**Rest rooms** – If a rest room door locks accidentally, use a coin to turn the lock mechanism on the outside of the door.

**Maintenance** – If a significant maintenance issue arises, please call the Cumberland County dispatch for assistance. The number is (717) 243-4121.

**Police patrols** – Since the property is located outside Carlisle Borough, Shaffer Park is patrolled by North Middleton Township Police. Carlisle Borough Police also have authority.

### **RENTER'S CHECKLIST**

***Please use this checklist to guide your clean-up process. Information about where to leave tables and chairs is included below. It is the renter's responsibility to complete these tasks no later than 11 pm.***

\_\_\_\_\_ **Main Room** – **Spray and wipe all tabletops with disinfectant.** Leave the **tables** set up. Sweep or vacuum the perimeter of the room, then lean the **chairs** against the paneling so you can sweep/vacuum the floor under the tables. You may leave the chairs around the perimeter.

\_\_\_\_\_ **Sun Porch** – **Spray and wipe all tabletops with disinfectant.** Leave the **tables** set up. Sweep or vacuum the perimeter of the porch, then lean the chairs against the walls so you can sweep or vacuum the floor under the tables.

\_\_\_\_\_ Remove all decorations. Your deposit will not be returned if tape or push pins were used on the walls, or if glitter, confetti, powder or silly string are left behind.

\_\_\_\_\_ Clean any spills in oven, microwave or refrigerator.

\_\_\_\_\_ Remove all food and supplies.

\_\_\_\_\_ Clean kitchen counters with disinfectant.

\_\_\_\_\_ Check condition of rest rooms. Flush toilets. Remove all trash.

\_\_\_\_\_ Vacuum and/or sweep all floors; mop spills, clean sticky spots.

\_\_\_\_\_ Return supplies to the utility closet. You may leave the utility closet unlocked.

\_\_\_\_\_ Check outside: remove any decorations, pick up trash or debris left on the grounds.

\_\_\_\_\_ Bag all trash and place it in the trash barrels outside in the breezeway.

\_\_\_\_\_ Leave the refrigerator turned on.

\_\_\_\_\_ Close and lock all windows.

\_\_\_\_\_ Check all areas, including closets and cabinets, for personal items.

\_\_\_\_\_ Make sure the electric heaters on the sun porch are off. Close the doors to the sun porch.

\_\_\_\_\_ Turn off all lights.

\_\_\_\_\_ Check the exterior doors: main door, hallway door and sun porch. Make sure doors are latched.

**Park maintainers will remove trash from the receptacles outside and clean the toilets and sinks in the rest rooms. Please do not remove aluminum foil from the oven or below the sink.**

On the next business day, return the key to **Carlisle Parks and Recreation** after **11:00AM** to allow our staff time to inspect the cabin.

