

**MANHEIM TOWNSHIP  
SPORT TEAMS/ORGANIZATION FIELD/FACILITY USE  
APPLICATION FORM**

**\*\*SUBMIT REQUEST 15 DAYS IN ADVANCE TO ALLOW FOR PROCESSING TIME\*\***

Today's Date: \_\_\_\_\_ Name of Organization/Group: \_\_\_\_\_

Description of Organization/Group: \_\_\_\_\_ Non-Profit \_\_\_ Profit \_\_\_

Field/Facility Use Requesting: \_\_\_\_\_

Authorized Contact Person(s): \_\_\_\_\_  
Name Title

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_ / \_\_\_\_\_  
Home Cell

List dates(s)/times(s) (include the time you will need for set-up and cleanup): \_\_\_\_\_  
\_\_\_\_\_

Responsible On-site Contact(s) During Event: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose for which the facility will be used: \_\_\_\_\_

Estimated # of participants/teams: \_\_\_ / \_\_\_ Are any fees collected (participation, admission, etc)? If so, amount \$ \_\_\_

%of participants that are SWSD residents? \_\_\_ % of participants that are SWSD students? \_\_\_ Age Group \_\_\_\_\_

If fees are collected, what are they used for? \_\_\_\_\_

Equipment and/or items being brought in: \_\_\_\_\_  
\_\_\_\_\_

**Please attach roster of participants with home addresses (must be updated as needed & current)  
and a copy of your registration form and/or flier**

**\*\* Please review Facility Guidelines and Fee Schedule information BEFORE you submit your application\*\***

**OFFICE USE ONLY**

FEES	HOURS	RATE	EST. COST	ACTUAL HRS.	ACTUAL COST
Category: A B C D					
Custodial					
Facility Rental: Athletic Field					
Facility Rental: Pavilion					
Other:					

Total Estimated Cost: \$ \_\_\_\_\_ Actual Cost Due: \$ \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Application Not Approved: \_\_\_\_\_ Date: \_\_\_\_\_

## **FACILITIES USE**

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The following guidelines are provided for your reference and to ensure that proper use of the Manheim Adventure facilities occur. Manheim Township community takes great pride in its facilities and desires that all organization using the facilities will do so with the utmost care and respect.

### **Guidelines for Use of School Facilities**

1. At least one adult supervisor must be present for the duration of the usage.
2. Participants must be confined to the area requested.
3. The Requested area should be left in the same conditions as it was found.
4. Use of facilities at all Manheim Adventure Park should be submitted, allowing (30) days for processing and using the Manheim Township Sport Teams/Organization Field Use Application, to the Manheim Township Office of Michelle Hershey @admin@manheimtwpyorkpa.org or Manheim Township, 5191 Wool Mill Rd. Glenville, Pa 17329.
5. Parking is only allowed on gravel areas.

**Remember:** Please bear in mind, per Manheim Township policy, it may take up to thirty (30) days to process facility request; please plan accordingly. Manheim Township will not be responsible for timely responses to requests received on shorter notice. The Board will not allow retroactive approvals.

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**Category A:** Manheim Township Affiliated Groups

**Category B:** Southwestern School District Related Groups

**Category C:** Local Non-Profit Civic & Service Organizations

**Category D:** Non-Southwestern School District and/or Out of State Groups/Organizations

### **FEE SCHEDULE**

Category A: No Rental Fee or Custodial Fee

Category B: \$50.00 Per 4-hour block per day, thereafter additional \$10.00 an hour if exceeding 4-hour block, not to exceed 8 hours per day, plus a Custodial fee of \$15.00.

Category C: \$50.00 Per 4-hour block per day, plus a Custodial Fee of \$15.00. For additional hours contact the office.

Category D: \$65.00 Per 4-hour block per day, thereafter additional \$10.00 an hour if exceeding 4-hour block, not to exceed 8 hours per day, plus a Custodial fee of \$15.00

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**DAMAGES:** By Signature below, renter agrees to pay any costs associated with damages or clean up.

**WAIVER OF LIABILITY:** By signature below, renter and all participants agree to abide by the policies for the park and assume all responsibility for, and risks and hazards of, participation in the rental activity referenced above. In consideration of Manheim Township providing the facility for use, I , on behalf of all participants, do hereby release Manheim Township and all officials or agents thereof, from any and all claims, demands, rights and causes of action of any nature arising from and by reason of, person injuries, damages to property, and the consequences thereof, resulting from participation in the activity describe above.

Signature of Authorized Agent: \_\_\_\_\_

Date Received: \_\_\_\_\_

**Manheim Adventure Park  
4565 Camp Woods Rd.  
Glennville, Pa 17329**

**MANHEIM TOWNSHIP  
5191 WOOL MILL RD.  
GLENNVILLE, PA 17329  
PHONE: 717-229-2862 FAX: 717-227-9446  
EMAIL: [ADMIN@MANHEIMTWPYORKPA.ORG](mailto:ADMIN@MANHEIMTWPYORKPA.ORG)**