



Hanover Township
Recreation Department
3660 Jacksonville Road
Bethlehem, PA 18017

Phone (610) 317-8701 Fax (610) 317-8704

Email recreation@hanovertwp-cc.org



POLICIES AND CONDITIONS

1. ALCOHOLIC BEVERAGES and/or TOBACCO PRODUCTS of any kind are strictly **PROHIBITED** in the Hanover Township Community Center or in our parks and/or on our fields.
2. FOOD and DRINK are **NOT PERMITTED** in the GYMNASIUM. Please use the designated concession area.
3. Access to facilities/area, other than what you are contracted for are prohibited.
4. On site staff members of Hanover Township are here to assist you. Please seek out a staff member when you arrive at your scheduled event if you are in need of information. No need to check in for field rentals.
5. Hanover Township staff members are responsible for setting up tables and chairs unless otherwise noted.
6. Upon completion of the event, the rooms are to be vacated by the agreed upon time. The room must be cleaned and returned in the condition it was rented. If the room is not suitably cleaned, the entire deposit may be forfeited by the Lessee. Any damages that exceed the deposit during the rental will be billed to the Lessee.
7. All participants, coaches and officials will wear sneakers in the gymnasium.
8. Hanover Township will not be responsible for any injuries, damages or stolen property that may occur to Lessee or Lessee's party during any function.
9. Hanover Township reserves the right to remove any person(s) who do not act in accordance with Hanover Township policies, regulations, rules and ordinances.
10. A copy of your Insurance Certificate listing Hanover Township – Northampton County as an Additional Insurer, satisfactory to the Township Solicitor (minimum \$500,000 liability coverage) must be presented prior to rental commencing.
11. Due to obligations of Hanover Township, times and dates are subject to change.
12. In case of inclement weather, Hanover Township makes announcements through various media outlets and through emails. Please follow these outlets for information.
13. Cancellation Policy: If cancelled thirty (30) days prior to a scheduled event a \$15.00 service fee will be payable. A cancellation fifteen (15) to thirty (30) days prior to the event will be charged 50% of the event and for an event cancelled less than fifteen (15) days prior to the event the Lessee will be responsible for 100% of the rental cost.
14. Cancellations due to inclement weather: Every effort will be made to accommodate the function at a future date. If a new date can't be agreed upon 50% of the rental fee will be due.
15. Hanover Township requires all athletic and youth organizations that lease or rent any of the Township's venues provide a statement that their coaches and volunteers have been screened in compliance with PA Act 15, as amended.
16. As per Gym Rental Policy (Recreation Policy 7) gym rentals will require a \$50.00 security deposit to be applied to the end of the contract.
17. Do not access the Township Municipal Tract and/or Pavilion area through the Advent Moravian Church property.
18. If using a gas grill, a fire extinguisher is required.
19. For outdoor functions in excess of 120 individuals, portable toilets are necessary and provided by the Lessee. The Colonial Regional Police must also be notified for traffic control.

By signing, you are acknowledging that you have read the Policies and Conditions and will abide by the same.

Signature

Date

Printed Name

Organization