

**ARMITAGE MEETING ROOM  
RESERVATION APPLICATION**

All groups requesting use of the facility must provide the name and telephone number of a local contact person who must be at least 21 years of age and will assume responsibility for administration of the activity and be present during the scheduled activity.

**Individual/Group Name:** \_\_\_\_\_

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

**Local Contact:** \_\_\_\_\_

**Phone:** (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

**Date(s) and Time(s) Requested:** (Please be specific and include time required for setup and clean up)

\_\_\_\_\_  
\_\_\_\_\_

**Describe the activity in detail:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Number of Participants:** \_\_\_\_\_

**Does this activity include plans for golf at Armitage, food/beverage from the Caddy Shack Restaurant or rented equipment?**

Yes \_\_\_\_\_ \* No \_\_\_\_\_

**If yes, please give details below. All golf and/or food/beverage arrangements must be made with the Armitage Pro Shop and the Caddy Shack Restaurant, respectively.**

\_\_\_\_\_  
\_\_\_\_\_

I/We have read the guidelines regarding use of the Armitage Meeting Room 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 relive Armitage Golf Course and Hampden Township and their officials of any responsibility for such activities.

\_\_\_\_\_  
(Signature) Date \_\_\_\_\_

**Township Use Only**

Date Received: \_\_\_\_\_ Amount Due: \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Insurance Required?      Yes      \_\_\_\_\_      No      \_\_\_\_\_

Additional Fees and Charges: \_\_\_\_\_

Other Information/Conditions: \_\_\_\_\_

\_\_\_\_\_

Approved

Disapproved

Date \_\_\_\_\_

**ARMITAGE MEETING ROOM  
RENTAL AVAILABILITY**

1. November through March, inclusive - Any day and any group size up to a maximum capacity of 140 people.

2. April through October, inclusive:

<u>Monday</u>	Start 6:00 a.m.    Finish 12:00 noon	Group Size up to 100 people
	Start 12:00 noon    Finish 4:00 p.m.	Group Size up to 50 people
<u>Tuesday</u>	Start 6:00 a.m.    Finish 12:00 noon	Group Size up to 100 people
	Start 12:00 noon    Finish 4:00 p.m.	Group Size up to 50 people
<u>Wednesday</u>	Start 6:00 a.m.    Finish 12:00 noon	Group Size up to 100 people
	Start 12:00 noon    Finish 4:00 p.m.	Group Size up to 50 people
<u>Thursday</u>	Start 6:00 a.m.    Finish 12:00 noon	Group Size up to 100 people
	Start 12:00 noon    Finish 4:00 p.m.	Group Size up to 50 people
<u>Friday</u>	Start 6:00 a.m.    Finish 12:00 noon	Group Size up to 100 people
	<b>Afternoon and evenings not available</b>	
<u>Saturday</u>	Start 6:00 a.m.    Finish 12:00 noon	Group Size up to 100 people
	<b>Afternoon and evenings not available</b>	
<u>Sunday</u>	Start 6:00 a.m.    Finish 12:00 noon	Group Size up to 100 people
	<b>Afternoon and evenings not available</b>	

3. Some dates and time will be unavailable due to business levels at the golf course and/or restaurant.

4. Hours may be modified to accommodate groups participating in Armitage golf outings.

**RENTAL FEES AND CHARGES**

Units of time will be charged by whole units and not prorated for fractions of time.

Two-Hours Minimum Rental (All fees include a \$50 non-refundable reservation fee)

\$100.00    Two hours

\$200.00    More than two hours, up to four hours

\$300.00    More than four hours

\$ 50.00    Cleaning Deposit (cleaning deposit, less any damages or more than customary cleaning, will be refunded when key is returned)

## RESOLUTION NO. 10-XX

### HAMPDEN TOWNSHIP BOARD OF COMMISSIONERS

230 S. Sporting Hill Road  
Mechanicsburg, PA 17050-3097

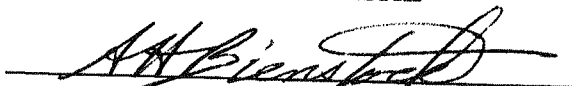
#### **ARMITAGE MEETING ROOM RULES AND REGULATIONS**

1. All persons or groups requesting use of the Armitage Meeting Room must submit a "Reservation Application" with the appropriate rental fee and refundable cleaning deposit of \$50.00 (if required) to confirm the reservation. Dates and times requested must include time needed for set-up and clean up to include arrangements that may be necessary for delivery and removal of rented supplies and equipment. Use of the facility shall be restricted to the terms specified in the confirmation. Applications may be picked up at the Armitage Golf Course Pro Shop at 800 Orr's Bridge Road, Mechanicsburg, PA 17050, 717-737-5344. Completed applications, fees, and deposits must be submitted to the Armitage Golf Course Pro Shop. The Pro Shop is open Monday through Friday from 9:00 a.m. until 5:00 p.m (may open earlier or close later depending on weather).
2. All cancellations must be reported to the Armitage Golf Course Pro Shop, 717-737-5344, at least two weeks prior to the scheduled reservation in order to receive a refund of the rental fee less a \$50 non-refundable deposit. Failure to report a cancellation to the Armitage Golf Course Pro Shop within two weeks of the scheduled reservation may result in denial of future reservations.
3. All groups requesting use of the Armitage Meeting Room must provide the name and telephone number of a local contact person who must be at least 21 years of age and will assume responsibility for administration of the activity and be present during the scheduled activity. Groups using rented equipment and supplies must indicate their intention to do so on the application form. The person signing the "Reservation Application" is responsible for the condition of the building, the equipment located within and any damage to the same.
4. Permissible functions in the Armitage Meeting Room include, but are not limited to, business meetings, civic/social meetings, wedding receptions and combination meeting/Armitage Golf Course outings. Activities such as roller/floor hockey, soccer, etc. are not allowed.
5. The key to the building may be picked up on the day of the rental at the Armitage Golf Course Pro Shop between 9:00 a.m. and 5:00 p.m., Monday through Sunday. All keys must be returned to the Armitage Golf Course Pro Shop on the day following the rental.
6. All vehicles are to be parked in the designated parking area. No vehicles are permitted on the lawn areas, the service road behind the building, the area directly in front of the garage door or other designated "No Parking" areas.

7. All trash, garbage and paper must be gathered and placed in the dumpsters provided at the south end of the parking lot. Cans and bottles are to be placed in recycle containers located at the same site. No trash is to be placed in recycle containers.
8. Users of the facility are responsible for cleaning up before leaving. Tables and chairs should be neatly arranged and all trash cleaned from them and off the floor. The room should be left in the same condition that it was prior to being used.
9. There are to be no tacks, nails, glue or tape placed on the walls, ceiling tile, window frames or grid work. Do not lift ceiling tiles to secure crepe paper or decorations.
10. No alcoholic beverages are permitted in the Armitage Meeting Room unless they are purchased on site from the Caddy Shack Restaurant.
11. Smoking is prohibited within the Armitage Meeting Room.
12. No concessions or vendors are permitted.
13. All food and beverage service must be arranged in advance with the Caddy Shack Restaurant (phone # 717-975-0940).
14. All golf arrangements must be made in advance with the Armitage Golf Course Pro Shop, 717-737-5344).
15. All groups or persons reserving Township facilities agree to assume responsibility and liability for any damage or injury incurred through use of the facility and relieve the Township 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 an original and list the Township as the certificate holder and an additional insured.

**ADOPTED** this 4th day of January 2010, upon a motion by Commissioner McCallin and seconded by Commissioner Fetrow. The motion carried by the Board of Commissioners unanimously.

HAMPDEN TOWNSHIP

  
President, Board of Commissioners

ATTEST:

  
Township Secretary

# ARMITAGE MEETING ROOM CLEAN UP CHECK LIST

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- Take down any decorations (reminder no tape, push pins, or glue is permitted on walls)
- Sweep/Vacuum floors
- Empty trash from cans into appropriate dumpsters located in far end of parking lot
- Wipe down tables/chairs and put back to original area
- Lock all doors before leaving

\*Reminder – your rental includes clean up time; please leave room as you found it by the end of the rental.

**FAILURE TO COMPLETE ANY OF THE ABOVE ITEMS  
WILL RESULT IN LOSS OF SECURITY DEPOSIT.**

\*Damages to building and equipment will be charged to rental. Excessive maintenance man hours needed to clean up after your rental will also be charged to your rental.