



Hopewell Area Recreation & Parks

PO Box 959, Stewartstown, PA 17363 - E-Mail: recreation@stewartstown.org

Building Capacity: 154 with tables and chairs; 180 without

HARP Facilities Request Form

Complete form; write check made payable to HARP for applicable deposit and fees and mail to address listed above. Your reservation is not confirmed unless fees are received within 1 week of reservation request.

Resident of: ☐ Crossroads Boro ☐ Stewartstown Boro ☐ Hopewell ☐ East Hopewell ☐ Other
Type: ☐ HARP Prgm ☐ Non-profit Organization ☐ Private (Individual) ☐ Business

Name: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: _____ Email: _____

Are you 21 or older? ☐ Yes ☐ No

Organization Name: _____

Address: _____

City: _____ St: _____ Zip: _____

Phone: _____ Email: _____

Check requested facility: ☐ Meeting Room ☐ Multi-Purpose Room ☐ Kitchen
☐ Concession Stand ☐ Pavilion ☐ Other: _____

Date(s): _____ Time(s): _____

Activity: _____

Note special requests/requirements: _____

Cancellation Policy: All users (non-profit included) will be subject to a cancellation charge. If event is cancelled, refund of fee/deposit will be calculated as follows: 100% 4 wks prior to event date, 50% 2 wks prior and no refund if cancelled less than 2 wks prior to event.

Deposit Refund: After usage, key is due back to HARP within 5 days of the event to receive your deposit back. Building will be checked for damage/cleaning. HARP has the right to keep your deposit in the event of damage or failure to comply with the "Rules for Use of Community Building" procedures. Please allow 4 to 6 weeks for return of deposit.

I have received and read the "Rules for Use of Community Building and/or Concession Stand" and "Penalties for Violations of the Rules" and agree to abide by the rules.

Signature of User _____ Date _____

HARP Use Only:

Security Deposit Amt _____ Rental Fee _____ Total Collected _____ Cash or Ck# _____

Key Assigned _____ Key Returned _____ Bldg Key Returned _____

Comments _____

FWD to TR _____ Deposit Returned _____ HARP Ck # _____ Amt _____