



Hopewell Area Recreation & Parks

16 College Avenue, Stewartstown, PA

Send Mail to: PO Box 959, Stewartstown, PA 17363

Phone: 717-993-2255 * Website: www.harp-online.org * E-Mail: info@harp-online.org

Last Revision: 5/15/2017

Building Use Procedures & Checklist

Before your event:

1. **Begin and end at your scheduled time.**
2. Check building prior to use for any problems – report to HARP at 993-2255.
3. Automated External Defibrillator (AED) is located in lobby of Community Building.
4. First Kits located in kitchen and gym area.
5. **NO SMOKING OR ALCOHOL** on park premises at any time.
6. **NO ROLLER SKATES, ROLLER BLADES, SKATE BOARDS OR HEELY SHOES** in the building at any time.
7. Do not prop any doors open for any reason.
8. Do not pin or tape anything to doors or walls.
9. Only use area/room reserved; be respectful of other users in the building if in use.
10. No inflatable slides or bounce houses permitted inside or outside the building.
11. If you are bringing in outside entertainment (petting zoo, pony rides, party trucks, etc.) you must disclose this at the time you turn in your rental application.
12. If you are having a DJ no fog machines are allowed.

After your event:

1. Please fill out an accident/injury report form found in lobby in the event of accident/injury.
2. Tables should be wiped cleaned and dried.
3. Return tables and chairs to their racks and benches should be placed against walls.
4. Clean up all spills and debris from floors before leaving.
5. All trash should be placed in designated containers outside building. Replace bags in trash cans in building.
6. Check bathrooms for cleanliness.
7. Check that all doors are closed and locked.
8. Turn off all fans and lights – multi-purpose bathroom lights turn off automatically.
9. Report any damages to the building or grounds that were incurred during your rental.
10. If you have any **MAJOR** problems (no heat, alarm goes off, etc.), call HARP at 717-993-2255.

Keys:

1. Keys are the property of Hopewell Area Recreation & Parks – **duplication is forbidden.**
2. Key is only to be used for scheduled events and should not be given to anyone.
3. Keys should not be given to someone else other than the assigned person.
4. Keys must be returned within 48 hours of scheduled event to HARP.
5. If key is issued for extended use – key must be returned to at the end of use.
6. Do not give your key to someone else if you are no longer in charge of group use.
7. Deposits will be collected by HARP as they feel necessary to secure a key.
8. Deposit refunds will be processed within 4 to 6 weeks after key is returned.
9. All key holders/renters must be 21 years or older.
10. ***DO NOT LEND YOUR KEY TO OTHER USERS UNLESS prior arrangements have been approved by HARP.***

NOTE: Failure to abide by the rules may result in loss of future building rental privileges.

Deposit Refund: Key is due back to HARP within 48 hours of rental. Building will be checked for damage/cleanliness. HARP has the right to retain deposit in the event of damage or failure to comply with the rules. Please allow 4-6 weeks for refund.

Name _____ Date _____

YOUR COOPERATION IS GREATLY APPRECIATED.
THANK YOU.