



**YORK CITY RECREATION AND PARKS BUREAU
APPLICATION PERMIT AND RESERVATION FORM
FOR RECREATIONAL FACILITY RENTAL**



Mayor John S. Brenner
James E. Gross, Director

Main Office - PHONE: 717-854-1587 * FAX: 717-845-7457

NOTE: All events must end and building vacated no later than 11:00 P.M.

PROGRAM INFORMATION

NAME OF PROGRAM/ORGANIZATION: _____

BUILDING REQUESTED: _____

REASON FOR BUILDING RENTAL: _____ ESTIMATED ATTENDANCE: _____

DATE (S) OF RENTAL: _____ Time _____ to _____
 _____ Time _____ to _____
 _____ Time _____ to _____

NAME OF RESPONSIBLE PERSON: _____

ADDRESS: _____
 Street City State Zip Code

HOME PHONE: _____ WORK PHONE: _____

RECREATIONAL FACILITIES: (See attachments for facility specifics.)

Please check the appropriate box for choice of facility.

- VONI B. GRIMES GYMNASIUM, 125 E. COLLEGE AVE, YORK, PA....1000 PERSON CAPACITY
- PRINCESS STREET CENTER, 368 W. PRINCESS STREET, YORK, PA....135 PERSON CAPACITY
- ROTARY-KRANICH HALL, 120 S. LEHMAN STREET, YORK, PA..... 80 PERSON CAPACITY
- YORKTOWN CENTER, 1059 KELLY DRIVE, YORK, PA..... 47 PERSON CAPACITY

RENTAL FEES: (MAKE CHECK PAYABLE TO: CITY OF YORK)

CITY RESIDENTS: \$45.00 PER HOUR X _____ (NO. OF HOURS) = \$ _____
 NON-CITY RESIDENTS: \$55.00 PER HOUR X _____ (NO. OF HOURS) = \$ _____
 CITY YOUTH NON-PROFIT: \$25.00 PER HOUR X _____ (NO. OF HOURS) = \$ _____
 TOTAL COST FOR FACILITY MONITOR (NO. OF HOURS _____ @ \$10.00/ HR.) = \$ _____
 ADDITIONAL NEEDS/COST: _____ = \$ _____

➤ TOTAL AMOUNT DUE FOR RENTAL: _____ = \$ _____

DEPOSIT (50% OF FACILITY RENTAL DUE WITH RESERVATION) = \$ _____

BALANCE DUE = \$ _____ DUE DATE: _____

RECREATIONAL FACILITIES ARE NOT APPROVED AS A PUBLIC EATING OR DRINKING ESTABLISHMENTS.

I, AS THE REPRESENTATIVE OF THE ABOVE MENTIONED GROUP OR ORGANIZATION, FULLY AGREE THAT I HAVE READ AND UNDERSTAND THE RESERVATION POLICY AND WILL ABIDE BY ALL THE TERMS AND CONDITIONS CONTAINED HEREIN. I RECOGNIZE THAT I WILL BE HELD RESPONSIBLE FOR THE COSTS OF ANY DAMAGES.

AGREED TO AND ACCEPTED ON _____
 DATE SIGNATURE

MAIL TO: YORK CITY RECREATION AND PARKS, 1 MARKETWAY WEST – 3RD FLOOR, YORK, PA 17401 – 1231

***If requesting Rotary-Kranich Hall - MAIL TO: 120 South Lehman Street, York, PA 17403 – 717.854.0211**

FOR OFFICE USE ONLY					
<input type="checkbox"/> APPROVED * <input type="checkbox"/> DENIED:		Director of Public Works		Date _____	
PAID IN FULL \$ _____	<input type="checkbox"/> Check# _____	Date _____	<input type="checkbox"/> Credit Card# _____	Exp. Date _____	<input type="checkbox"/> Cash
Deposit Amount Paid \$ _____	<input type="checkbox"/> Check# _____	Date _____	<input type="checkbox"/> Credit Card# _____	Exp. Date _____	<input type="checkbox"/> Cash
Balance Amount Paid \$ _____	<input type="checkbox"/> Check# _____	Date _____	<input type="checkbox"/> Credit Card# _____	Exp. Date _____	<input type="checkbox"/> Cash