

SCHUYLKILL HAVEN Recreation Department



340 Haven Street, Schuylkill Haven, PA

Phone: 570-385-1313

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HAVENREC.COM

FACILITY REQUEST FORM

Please fill out completely- PLEASE PRINT

Is the individual/group located within the Borough of Schuylkill Haven? YES _____ NO _____

Sponsoring Organization: _____ Class: _____

Name of Adult with Primary Legal Responsibility: _____

Home Address: _____

Phone Number: _____ Email: _____

Facility Requesting: _____

Reason for Renting: _____

Date(s) Requested (attach a schedule if multiple day event): _____

Times Requested: _____

Number of Participants Expected: Adults: _____ Children: _____

Special Requests/Equipment needed: _____

Agreement: I/we accept responsibility for all persons in attendance and for financial liability for any damage done to property/equipment or injury to persons in attendance at the specified activities, and my signature confirms that I have received and understand the Regulations that govern me or my organization's use of Borough facilities.

Signature of Requester: _____ Date: _____

Photo I.D. Required

For Rec Office Use Only

Non-refundable Deposit paid: _____

Method of Payment: _____

Balance due: _____

Final payment made: _____

Method of Payment: _____

Photo I.D. provided:(copy attached): _____

Recreation Manager Approval: _____

Date: _____

Fee Schedule

Deposit: \$25.00 for all facilities unless no charge occurs.

Class A: Resident *Non-Profit* Group with over 50% of the members must reside in Borough.

Class B: Non Resident *Non-Profit* Group.

Class C: Borough Resident or Group. If you are a group, over 50% of the members must reside in Borough.

Class D: Schuylkill Haven Area Schools or Schuylkill Haven School District Resident not living in Borough.

Class E: Non Resident or Non Resident Group.

Rental Rates					
Facility	Class A	Class B	Class C	Class D	Class E
Bubeck Park					
Pavilion (1,2, or 3)	Donation	\$20 per hour	\$20 per hour	\$25 per hour	\$30 per hour
Basketball Court	Donation	\$10 per hour	\$10 per hour	\$15 per hour	\$20 per hour
Whole Park (Runs/Walks)	\$75 per day	\$100 per day	\$100 per day	\$150 per day	\$200 per day
Compost Park					
Field	Donation	\$10 per hour	\$10 per hour	\$15 per hour	\$20 per hour
Island Park					
Spotts Field #1 or #2	Donation	\$15 per hour	\$15 per hour	\$20 per hour	\$25 per hour
Pavilion	Donation	\$25 per hour	\$25 per hour	\$30 per hour	\$40 per hour
Multipurpose Field (1,2, or 3)	Donation	\$15 per hour	\$15 per hour	\$20 per hour	\$25 per hour
Any Field (game use)	\$10 per game	\$15 per game	\$15 per game	\$20 per game	\$25 per game
Whole Park (Runs/Walks)	\$75 per day	\$100 per day	\$100 per day	\$150 per day	\$200 per day
Neighborhood/Senior Center					
Meeting Room #1/#2/#3	Donation	\$25 per hour	\$25 per hour	\$30 per hour	\$35 per hour
Gym	Donation	\$30 per hour	\$30 per hour	\$40 per hour	\$45 per hour
Gym and any Meeting Room	Donation	\$50 per hour	\$50 per hour	\$60 per hour	\$65 per hour
Playground Pavilion					
Any Playground Pavilion	Donation	\$10 per hour	\$10 per hour	\$15 per hour	\$20 per hour
Schuylkill Haven - Based Youth Sports Groups					
\$200 per season for maintenance on fields					
Equipment Rental -(ONLY for use at our facilities!)					
\$5.00 per table			\$2.00 per chair		
Renter is responsible for set up and cleanup for all rentals. Rates are subject to change.					

Note: Borough of Schuylkill Haven events, programs, or games are given first priority and may bump your event. Resident then SH School District area resident events are given preference over non-resident events.