

DUNN COMMUNITY CENTER FACILITY USAGE PERMIT POLICY

1. All requests for use must be submitted by an individual 21 years of age or over, preferably in writing, on the appropriate form provided by the Parks and Recreation Office, 4975 DeMoss Road, Reading PA 19606. Reservations will be considered on a first come-first serve basis.
2. No permit shall be issued to any individual under the age of 21 years. The individual to whom the permit is granted shall be jointly and severally liable for all costs, expenses, fees and all property damage and/or personal injury occurring or sustained by any individual in attendance.
3. The authorized individual who signed the permit for use of the facility must be present during the entire period of use.
4. No alcoholic beverages or illegal drugs are permitted on the property.
5. No pets shall be permitted to enter onto any portion of the park property with the exception of a trained skill animal, assisting with a physically challenged individual.
6. All activities must be concluded at such time as is required for the group to return the facility to its proper condition and be vacated prior to 11:00 p.m. All activities must be terminated prior to 10:30 p.m.
7. Groups are responsible for all areas and contents during the entire time of their occupancy. Any unwarranted damage will be the financial responsibility of the group and/or the authorized individual to whom the permit is issued.
8. All organizations using the center are required to return it to its proper condition prior to leaving, to include:
 - a. arrangement of tables
 - b. trash in proper containers
 - c. lights off (except where designated)
 - d. all decorations removed
 - e. if balloons are used – all debris removedGroups neglecting to return the facility to the proper condition will be charged (minimum of \$20.00) for all extraordinary custodial duties required.
9. All permit holders are required to produce a certificate of insurance or sign a hold harmless agreement that will be provided by the Parks and Recreation Office.
10. Whenever any conduct or acts of individuals or group is determined to be in violation of the rules governing use of this facility or in violation of any statutes, ordinances, or regulation of the Commonwealth of Pennsylvania or the Township of Exeter, the deviant group privilege to use the facility will be terminated immediately and they will be expelled from Township property. In addition to expulsion, the Exeter Township Police Department may arrest and detain any individual(s) or issue citation(s) of such violations previously noted.
11. The current Fee Schedule approved by the Exeter Township Board of Supervisors will determine rental fees collected for the use of the facility. All fees shall be submitted together with the application. No permit will be guaranteed until such time that these fees are paid or the Parks and Recreation Superintendent/Director have approved special arrangements for payment.
12. Refunds will be given only if permit holder cancels at least 48 hours prior to the anticipated facility usage.
13. In case of emergencies regarding use of the facilities, contact the Parks and Recreation Office at 406-0263 during regular business hours. After hours call 610-655-4921 (Berks County Communication Center) and ask that Exeter Police respond to the park.