

RESERVATION INFORMATION

- **PUBLIC/SERVICE GROUPS** shall be defined as governmental, educational, non-profit, civic, social, religious, service, recreational or bipartisan groups that do not charge a fee; or if a fee is charged, it is nominal and covers only equipment expenses.
 - **PRIVATE GROUPS** shall be defined as commercial or self-interest groups with limited, organized membership and whose primary function does not include providing services for the benefit of the general public.
 - **NON-RESIDENT GROUPS** shall be defined as those with fifty percent or more of their membership residing outside Lancaster County.
 - **IN-PARK** shall be defined as within properties owned by the Lancaster County Department of Parks and Recreation. Programs held at the requesting group's location are to be considered **On-Site**.
- A) Reservations can be made by contacting the Parks and Recreation Office. Payment is due at time of reservation.
- B) Reservations are made on a first come, first served basis.
- C) Groups making multiple reservations for Park facilities or programs (five or more dates) are eligible for a 15% discount provided full payment is made in advance.
- D) All open-air facilities with water are winterized (shut down for water service) from October 15 to April 15.
- E) In order for us to properly clean pavilions and indoor facilities, we require that reservations begin no earlier than 9:00 a.m.
- F) Hard-surface courts and open field areas (excluding campgrounds, ball fields and open-air pavilions) are available on a first come, first served basis to the general public if no reservation has been made.
- G) Failure to comply with the above rules may result in the loss of security deposits and/or the assessment of additional fees.

REFUND POLICY

Persons or groups reserving facilities do so with the understanding and acceptance of the following:

- A) Once a booking is made, any cancellation or re-schedule shall be subject to a minimum processing charge of \$10 per date cancelled or the fee, whichever is less (except for rain cancellations, see below).
- B) Persons making cancellations or re-scheduling fourteen calendar days or more before the event shall receive a full credit/refund, minus the \$10 processing charge.
- C) Persons making cancellations or re-scheduling between five and thirteen calendar days before the event shall receive a credit/refund for one-half of their fees, minus the \$10 processing charge.
- D) Persons making cancellations or re-scheduling less than five calendar days before the event shall forfeit any credit/refund.



Pavilion 11

RAIN CANCELLATIONS

Rain cancellations are defined as outdoor planned events (no roof overhead) which are rained out before the event begins. These events may be refunded or re-scheduled at no charge subject to availability. Events which require additional department staffing or services are subject to billing for costs incurred.

For additional details about Lancaster County Park System's facilities or services, please contact the Park and Recreation Office at 717-299-8215.

Fee Schedule 2017



Lancaster County Board of Commissioners

Administrative Office
1050 Rockford Road
Lancaster, PA 17602
Telephone: 717-299-8215
Fax: 717-295-5942

Environmental Education Programming
One Nature's Way
Lancaster, PA 17602
Telephone: 717-295-2055
Fax: 717-295-3688

www.lancastercountyparks.org
parks@co.lancaster.pa.us

Payments for County Park services
can be made over the phone or in person with
Visa® or MasterCard®.

Fee Schedule

Pavilions

	Mon. - Thur.	Fri. & Sun.	Sat. & Hol.
Picnic Pavilions 1, 2, 3 (Central Park, Conestoga Area); 31, 32, 33 (Buchmiller Park):			
Public/Service Groups	\$46	\$78	\$86
Private Groups	\$53	\$86	\$95
Pavilion 11 (Central Park, Williamson Area):			
Public/Service Groups	\$75	\$98	\$108
Private Groups	\$82	\$103	\$114
<i>Rental of Separate Barbeque Pit</i>	\$10	\$10	\$10
Pavilion 21* (Central Park, Kiwanis Area; includes enclosed kitchen and fireplace):			
Public/Service Groups	\$75	\$98	\$108
Private Groups	\$82	\$103	\$114
Kiwanis Lodge 22* (Central Park; completely enclosed, includes kitchen and electric fireplace):			
	\$153	\$228	\$255
Mon. - Thurs. Eve. (4 PM to 10 PM)	\$86		

* A fully refundable \$100 security deposit is required when picking up keys for these facilities.

Equipment Rental

Volleyball and Net (per day): \$9

Note: A fully refundable \$75 security deposit and a pavilion rental are required for volleyball equipment rental.

Gazebos

Garden of 5 Senses Gazebo (Central Park)
 Breezyview Gazebo (Chickies Rock Park)**
 ** Not equipped w/electrical service or toilet facilities
 \$85 for the first three hours
 \$15 for each add'l hour

Garden Plots (Central Park)

Garden plots are available on a seasonal basis from April 15 to October 15 (except organic plots - see below).

20' X 20' Plot: \$23.50
 20' X 40' Plot - Regular: \$29.00
 20' X 40' Plot - Year-round Organic: \$39.50

Meeting Rooms

Lancaster County Environmental Center (Central Park)

Auditorium (seats 60):
 Equipped with four eight-foot tables and a projection screen.

Up to 4-hour meeting: \$70
 4 to 8-hour meeting: \$125

Lower-Level Classroom (seats 30): Equipped with tables and a work sink. Catered lunches are permitted; however food preparation is not permitted on-site.

Up to 4-hour meeting: \$47
 4 to 8-hour meeting: \$85

Full Facility:

Up to 4-hour meeting: \$117
 4 to 8-hour meeting: \$210

Note: For a complete set of regulations concerning the Lancaster County Environmental Center, please contact the Park Office at 717-299-8215.

Lancaster County Exhibit Farm (Central Park)

Lower-Level Meeting Room (seats 30)*: Equipped with six eight-foot tables and a kitchen. *A fully refundable \$100 security deposit is required when picking up the key for this facility.

Up to 4-hour meeting: \$45
 4 to 8-hour meeting: \$80

Special Event Use Areas

Persons wishing to conduct a special event at any of the Lancaster County Parks must complete and submit a Special Use Application including a \$15 application fee. This fee will be applied to the rental total if the application is approved.

# of Participants	Public & Service Groups	Private Groups
50 or less people	\$37	\$53
51-100 people	\$69	\$106
101-250 people	\$138	\$207
251-500 people	\$276	\$408
501-1,000 people	\$541	\$795
1,001-1,500 people	\$663	\$945
1,501-2,000 people	\$795	\$1,298
2,001 people & up	Variable (by event)	Variable (by event)

Labor Fees (Per Hour):

Depending on the size and nature of park special use requests, the Department reserves the right to assess a \$53 per man-hour additional charge when maintenance and/or ranger services are deemed necessary.

Environmental Education Program Fees

Public/Service Resident Group:

In-Park \$42/hr for 1st hr (1-hr minimum)
 \$18/hr for each additional 1/2-hr
 \$32/hr for each additional 1-hr

On Group Site* \$63/hr for 1st hr (1-hr minimum)
 \$20/hr for each additional 1/2-hr
 \$35/hr for each additional 1-hr

Private Resident Group:

In-Park \$75/hr for 1st hr (1-hr minimum)
 \$30/hr for each additional 1/2-hr
 \$54/hr for each additional 1-hr

On Group Site* \$87/hr for 1st hr (1-hr minimum)
 \$32/hr for each additional 1/2-hr
 \$58/hr for each additional 1-hr

Non-Resident Group:

In-Park \$80/hr for 1st hr (1-hr minimum)
 \$33/hr for each additional 1/2-hr
 \$57/hr for each additional 1-hr

On Group Site* \$98/hr for 1st hr (1-hr minimum)
 \$36/hr for each additional 1/2-hr
 \$63/hr for each additional 1-hr

Additional fees may be assessed for programs requiring additional development time or materials.

* Mileage for on-site programs billed at current IRS rates. The first 7.5 miles (15 miles round-trip) are free.

The following Premium Programs are billed at the hourly program rates listed above:

Action Socialization Experience/Team Building

- Minimum of 8 persons
- Maximum of 15 persons per Naturalist
- \$10 set-up surcharge per Naturalist

GPS Programs

- \$15 equipment/set-up surcharge per Naturalist

Canoe Programs

- All canoe programs require 2 Naturalists
- Minimum of 8 persons; maximum of 20 persons
- \$60 equipment surcharge per program

Other Fees

Fee for On-Site Filming and/or Commercial Photography:

Minimum of 4 hours \$375
 Each additional hour \$75



Environmental Education Center



Exhibit Farm House

Athletic Courts and Fields

Tennis Courts (Central and Buchmiller Parks)

Reserved Use Per Court Hour: \$6

Ball Fields: (Per field, up to 2-hours)

Central Park, Fields 1-5: \$23

Lights for fields 1 & 2 in Central Park: \$37.80

Rates are per hour & billed by the minute

Note: Groups using fields on a seasonal basis must post a \$300 security deposit and will be billed monthly.

Camping

(Available March 15 through November 15)

Mill Creek Primitive Camping Area (per site per night)

Organized youth groups (per site) -
 up to 4 persons \$22
 each additional person \$2.50

Private & adult (per site) -
 up to 4 persons \$22
 each additional person \$3.50

Note: Each campsite can accommodate up to 8 people. Groups of 40+ people must complete a Special Event Application for camping. The maximum stay at the Mill Creek Camping Area is fourteen (14) consecutive days, followed by a fourteen-day absence.

Firewood

Cooking Pile: \$10

Note: A cooking pile of firewood (approximately 10-12 pieces) is available with a campsite reservation.