



Shaffer Cabin Rental Application - 2023

1649 Carlisle Springs Road, Carlisle, Pennsylvania

Available by reservation, 10 am – 11 pm daily

RESIDENT FEE: \$200/day + \$200 Security Deposit

NON-RESIDENT FEE: \$210/day + \$200 Security Deposit

Shaffer Cabin consists of a great room, sun porch, kitchen and two rest rooms. The ADA compliant facility is heated and air-conditioned. Folding tables and chairs provide seating for up to 60 guests. The kitchen includes a refrigerator, stove, sink and microwave oven. Renters must provide their own cookware, utensils and supplies. There is a covered porch, picnic tables and a large grassy area behind the cabin.

Date Requested: _____ **Time:** _____

Purpose of Rental: _____ **Number of Guests:** _____

- The renter must be a responsible adult, 21 years or older. Valid photo ID required.
- The renter will be held liable for any damage to the cabin, furnishings or grounds. Violation of facility rules and/or local laws will result in forfeiture of the \$200 deposit. In addition, violations may result in the renter losing the privilege of utilizing Parks and Recreation facilities in the future.

(Renter's Name)

(Renter's Address)

(Phone Number)

(Date of Birth)

(Email Address)

GENERAL INFORMATION

1. Application must be submitted in person at Carlisle Parks and Recreation, at least 10 days prior to rental date requested.
2. Payment of the **\$200 or \$210 fee** (by cash, check, or credit/debit) is required at the time of reservation.
3. The applicant must provide a **\$200 security deposit**, paid in cash, at the time of reservation or at the time of key pick-up. The deposit will be held until the cabin has been inspected and the key returned.
4. A reservation is not firm without a signed application, photo ID, full payment and security deposit.
5. Renters may use the cabin **ON THE DAY OF THEIR RENTAL ONLY - 1 DAY RENTAL** (10:00 am - 11:00 pm). Renter is not allowed to access the cabin before or after their rental date.
6. Alcohol, tobacco, and vaping are strictly prohibited.
7. There is no cable or Wi-Fi service at Shaffer Cabin.

RESERVATIONS & CANCELLATIONS

Reservations will be taken on a first-come basis.

Cancellations must be made at least 1 week prior to the rental date in order to receive a refund. Refunds are subject to a 10% Administrative Fee.

RENTAL REGULATIONS

KEY PICK-UP – It is the renter's responsibility to pick up the key at Carlisle Parks and Recreation on the last business day before their rental. If rental falls on a Saturday or Sunday, or a Monday holiday, the key must be picked up the preceding Friday. **Renters may access the cabin only on the day of their rental.**

KEY RETURN – The renter must return the key to Carlisle Parks and Recreation on the first business day after their rental. Please return the key after 11:00 am to allow time for cabin inspection. If park maintainers have inspected the cabin and found no violations, the security deposit will be refunded.

LIABILITY – Renters are responsible for the behavior of their guests. Renters must provide adequate supervision and protection of minors. In granting permission to use Shaffer Cabin, Carlisle Parks and Recreation assumes no liability for individuals attending the renter's event.

DAMAGES – The renter will be held liable for any damages to the cabin or furnishings. The \$200 security deposit will not be returned if there are damages or rule violations. If the cost of damages and cleaning charges exceed the \$200 deposit, Carlisle Parks and Recreation will bill for additional charges.

NO WALL DECORATIONS – Renters may not use tape, staples, nails or push pins on the walls or ceiling. Decorations should be placed on the tables and mantelpiece.

NO ALCOHOL, TOBACCO, DRUGS or VAPING – All Carlisle Borough facilities are alcohol-free, tobacco-free and drug-free. Violators are subject to fines up to \$1,000. Police and borough staff have the authority to enter the cabin at any time to monitor activity.

NO AMUSEMENT/COMMERCIAL EQUIPMENT – Equipment such as bounce houses and other inflatables, commercial tents, zip lines, aerial equipment, climbing walls, dunk tanks and game trucks, etc. are prohibited.

NO FIRES – The fireplace in the cabin is not useable. Renters may use grills and chimineas outside, as long as they are placed at least 15' away from the building. Open fire pits, fireworks and paper lanterns are not permitted at Shaffer Park.

NO PROFIT-MAKING – Renters are not permitted to use the facility for profit-making purposes.

NO GAMBLING – A Borough ordinance prohibits gambling at all Carlisle Borough facilities.

NO ANIMALS – With the exception of service dogs, pets and other animals are prohibited.

CLEANING – The renter is responsible for cleaning the cabin and returning the furnishings to the proper places. Glitter, confetti, powder balloons and silly string are not permitted, either inside or outside. Failure to clean thoroughly will result in forfeiture of the security deposit.

Renter agrees to these conditions. SIGNATURE _____ DATE _____

For Office Use Only

Fee Paid: _____ CASH Deposit: _____ ID: _____ Permit # _____ Staff: _____

INSTRUCTIONS FOR THE DAY OF YOUR CABIN RENTAL

We hope you will enjoy the use of Shaffer Cabin for your party or gathering! The facility has been available to the community on a rental basis since the 1980's. Shaffer Cabin provides renters with a cozy gathering place in a unique setting. In 2017, Carlisle Parks and Recreation fully renovated the cabin, installed a new HVAC system and adapted the facility for ADA compliance. Please help us preserve the facility for enjoyment by future generations.

IMPORTANT REMINDERS

- The rental fee covers ONE DAY ONLY. You may not enter the cabin the day before your rental or return the following day.
- No wall decorations – DO NOT use tape, staples, nails or push pins on the walls or ceiling.
- No glitter, confetti, powder balloons or silly string, whether inside or outside.
- Do not allow guests to sit on tables or counters.
- Do not use the fireplace.
- Alcohol, tobacco, drugs and vaping are prohibited. Guests may smoke in their vehicles.
- Pets are strictly prohibited in the cabin. Pets may be kept outside, if leashed. Scooping is required. The dog park is private and not available to cabin renters or guests.

Hours of use – 10:00 am to 11:00 pm daily

Furnishings – 60 folding chairs, 12 six-foot rectangular tables.

HVAC system – The heat or air conditioning will be preset by park maintainers prior to your rental. If you need additional heat, turn on the electric heaters located on the sun porch. The sun porch is not air-conditioned.

Utility closet – Garbage bags, cleaning products, disinfectant and supplies are available for your use. A mop and bucket are available if you need to wet mop the floor. Otherwise, please use the vacuum, or sweep with the broom and dustpan. Toilet paper and paper towels are available for restocking the bathrooms. Keys for the dispensers are located in the utility closet.

Rest rooms – If a rest room door locks accidentally, use a coin to turn the lock mechanism on the outside of the door.

Maintenance – If a significant maintenance issue arises, please call the Cumberland County dispatch for assistance. The number is (717) 243-4121.

Police patrols – Since the property is located outside Carlisle Borough, Shaffer Park is patrolled by North Middleton Township Police. Carlisle Borough Police also have authority.

Please DIAL 911 in an emergency.
The address for Shaffer Cabin is 1649 Carlisle Springs Road, Carlisle.

RENTER'S CHECKLIST

Please use this checklist to guide your clean-up process. Information about where to leave tables and chairs is included below. It is the renter's responsibility to complete these tasks no later than 11 pm.

_____ **Main Room – Spray and wipe all tabletops with disinfectant.** Leave the **tables** set up. Sweep or vacuum the perimeter of the room, then lean the chairs against the paneling so you can sweep/vacuum the floor under the tables. You may leave the chairs around the perimeter.

_____ **Sun Porch – Spray and wipe all tabletops with disinfectant.** Leave the **tables** set up. Sweep or vacuum the perimeter of the porch, then lean the chairs against the walls so you can sweep or vacuum the floor under the tables.

_____ Remove all decorations. Your deposit will not be returned if tape or push pins were used on the walls, or if glitter, confetti, powder or silly string are left behind.

_____ Clean any spills in oven, microwave or refrigerator.

_____ Remove all food and supplies.

_____ Clean kitchen counters with disinfectant.

_____ Check condition of rest rooms. Flush toilets. Remove all trash.

_____ Vacuum and/or sweep all floors; mop spills, clean sticky spots.

_____ Return supplies to the utility closet. You may leave the utility closet unlocked.

_____ Check outside: remove any decorations, pick up trash or debris left on the grounds.

_____ Bag all trash and place it in the trash barrels outside in the breezeway.

_____ Leave the refrigerator turned on.

_____ Close and lock all windows.

_____ Check all areas, including closets and cabinets, for personal items.

_____ Make sure the electric heaters on the sun porch are off. Close the doors to the sun porch.

_____ Turn off all lights.

_____ Check the exterior doors: main door, hallway door and sun porch. Make sure doors are latched.

Park maintainers will remove trash from the receptacles outside and clean the toilets and sinks in the rest rooms. Please do not remove aluminum foil from the oven or below the sink.

On the next business day, return the key to

Carlisle Parks and Recreation

415 Franklin Street, Carlisle

(717) 243-3318; parksandrec@carlislepa.org

Office hours: 8:00 am - 5:00 pm weekdays, except holidays.

We recommend that you return the key after 11:00 am. If you return the key earlier and staff has not yet inspected the cabin, your security deposit may not be available the same day.