



## SHAFFER CABIN RENTAL APPLICATION

**Fee: \$130 per day + \$100 Security Deposit**

Available hours: 10:00 am–11:00 pm daily

Seating capacity: 60 people

*Shaffer Cabin, at 1649 Carlisle Springs Road, consists of a great room, sun porch, kitchen, rest rooms and storage room. The ADA accessible cabin 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, serveware, utensils and dish towels. There is a covered porch and breezeway, picnic tables and a large grassy area.*

**Date Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_ **Number of Guests:** \_\_\_\_\_

- The renter must be a responsible adult, 21 years or older.
- Renters will be held liable for any damage to the cabin, furnishings or grounds.
- Alcohol, tobacco and vaping are prohibited at Shaffer Park and Cabin.

|                 |                    |
|-----------------|--------------------|
| _____           | _____              |
| (Renter's Name) | (Renter's Address) |
| _____           | _____              |
| (Phone Number)  | (Date of Birth)    |
| _____           | _____              |
| (Signature)     | (Today's Date)     |

### **GENERAL INFORMATION**

1. Application must be submitted in person at Carlisle Parks and Recreation.
2. Payment of the \$130 fee is required at the time of reservation (cash, check, credit or debit card).
3. A \$100 Security Deposit is due at the time of reservation (cash, check, credit or debit card). This must be a separate payment as it will be held until after the rental and cabin inspection.
4. The applicant must provide a valid photo ID with their name and date of birth.
5. A reservation is not firm without a signed application, photo ID, payment and security deposit.
6. The filing of this application indicates the renter agrees to the Shaffer Cabin Rental Regulations.
7. North Middleton Police are notified of each rental and regularly patrol Shaffer Park. Police and Parks and Recreation staff may enter the cabin at any time to monitor activity.

**Staff:** \_\_\_\_\_ **Fee paid:** \_\_\_\_\_ **Security Deposit:** \_\_\_\_\_ **ID:** \_\_\_\_\_ **Permit #** \_\_\_\_\_

## CARLISLE PARKS AND RECREATION

415 Franklin Street

Carlisle, PA 17013

(717) 243-3318

*Open weekdays, 8:00 am – 5:00 pm, excluding holidays.*

**Reservations** are taken on a first-come basis and must be made at least one week in advance.

**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.

**KEY PICK-UP** – It is the renter's responsibility to pick up the key at the address above on the last weekday before their rental. If the rental falls on a Friday, Saturday (or Monday holiday), the key must be picked up on the preceding Friday. The key opens the main door where the ramp is located.

**KEY RETURN** – The key must be returned to Carlisle Parks and Rec on the first work day following a reservation. Please return the key after 11:00 am to allow staff time to inspect the cabin. If park maintainers have inspected the cabin and found no damage, the security deposit will be refunded.

### SHAFFER CABIN RENTAL REGULATIONS

**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 renter's event.

**DAMAGES** – The renter will be held liable for any damages to the cabin or furnishings. The cost of damages and any cleaning charges will be deducted from the security deposit. If damages exceed the \$100 deposit, Carlisle Parks and Recreation may bill the renter 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 or VAPING** – All Carlisle Borough facilities are alcohol-free and tobacco-free. Per Borough Ordinances, violators are subject to fines up to \$1,000.

**NO FIRES** – Use of the cabin fireplace is prohibited. Renters may use gas grills, charcoal grills and chimineas outside, but not on the porch or breezeway.

**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.

**CLEANING** – Renters are responsible for cleaning the cabin and returning the furnishings to the proper place by the end of their rental. Please do not use glitter, confetti or silly string.

**NO PETS** – With the exception of service dogs, pets are prohibited in the cabin. Pets are allowed on the grounds if they are on a 6' leash and waste is disposed of properly. For information on the private dog park visit [www.carlisleareadogparks.org](http://www.carlisleareadogparks.org).

*Renter's Initials:* \_\_\_\_\_

## SHAFFER CABIN

### Important Information

*We hope you enjoy the use of Shaffer Cabin! The facility has been available to the community on a rental basis since the 1980s. 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 heating and air conditioning system and adapted the facility for ADA accessibility. Please help to keep the facility in excellent condition for enjoyment by future generations.*

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**Renters must supervise their guests and respect the following restrictions:**

- **No wall decorations – DO NOT use tape, staples, nails or push pins on the walls or ceiling.**
- **No glitter, confetti or silly string.**
- **No sitting on tables or counters.**
- **Do not use the fireplace.**
- **Alcohol, tobacco and vaping are prohibited.**
- **Pets, except for service dogs, are prohibited in the cabin.** Animals may remain on a leash outside the cabin.

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

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

**HVAC system** – To adjust the temperature, refer to the instructions by each of the heating/cooling units. The units are located in the main room, the kitchen and back storage room. An electric heater is located on the sun porch. The sun porch is not air-conditioned separately.

**Utility closet** – Garbage bags, cleaning products 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 becomes locked accidentally, a coin can be used to turn the lock mechanism on the outside of the door.

**Maintenance** – If a significant maintenance issue arises, please call the Carlisle Police Department for assistance. The number is (717) 243-5252, choose option 3.

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

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Please **DIAL 911** in an emergency.  
Shaffer Cabin: 1649 Carlisle Springs Road, Carlisle.

## RENTER'S CHECKLIST

### Before leaving Shaffer Cabin:

- \_\_\_\_\_ Remove all decorations. A cleaning charge will be deducted from your deposit if decorations remain. Your deposit will not be returned if tape or push pins were used on the walls/ceilings or if glitter, confetti or silly string are discovered.
  - \_\_\_\_\_ Clean any spills in oven, microwave or refrigerator.
  - \_\_\_\_\_ Clean counters and tabletops.
  - \_\_\_\_\_ Check condition of rest rooms. Flush toilets. Remove trash.
  - \_\_\_\_\_ Remove all food and supplies.
  - \_\_\_\_\_ Bag all trash and place it in the trash barrels outside in the breezeway.
  - \_\_\_\_\_ Vacuum or sweep all floors; mop spills, clean sticky spots.
  - \_\_\_\_\_ Leave at least 6 tables and 30 chairs set up in main room and sun porch.
  - \_\_\_\_\_ Return supplies to the utility closet. The door may remain unlocked.
  - \_\_\_\_\_ Turn off all lights.
  - \_\_\_\_\_ Close and lock all windows.
  - \_\_\_\_\_ Check sun porch exit and hallway exit to make sure doors are latched.
  - \_\_\_\_\_ Leave the refrigerator on.
  - \_\_\_\_\_ Check all areas for personal items.
  - \_\_\_\_\_ In colder months, set thermostats on all three units to 65 degrees. Make sure controllers are left in the wall brackets. Set the electric heaters on the sun porch to low. Close the doors to the sun porch.
  - \_\_\_\_\_ In warmer months, set the air conditioning on all three units to 75 degrees. Leave controllers in the wall brackets.
  - \_\_\_\_\_ Lock the main door.
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\_\_\_\_\_ **On the next business day, please return the key to:**

**Carlisle Parks and Recreation  
415 Franklin Street, Carlisle  
(717) 243-3318**

*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 early in the day and staff has not yet inspected the cabin, your security deposit may not be returned the same day.