



# Montgomery Township Park & Recreation

1030 Horsham Road, Montgomeryville, PA 18936

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### OFFICE USE ONLY

Director's Approval \_\_\_\_\_  
 Rental Confirmed \_\_\_\_\_  
 Informed About Deposit \_\_\_\_\_  
 Room Setup Confirmed \_\_\_\_\_  
 Informed About Balance \_\_\_\_\_

## COMMUNITY & RECREATION CENTER RENTAL APPLICATION

Once your application has been approved, you will receive an email of the approved application, confirming your reservation. All rentals are approved upon availability.

### APPLICANT'S CONTACT INFORMATION

Member/Resident  Non-Resident  Township Business  Non-Township Business

Organization Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Sun  Mon  Tues  Wed  Thurs  Fri  Sat Event Date: \_\_\_\_\_

Start Time (including set-up): \_\_\_\_\_ End Time (including clean-up): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Requested Room (please select exact facility on reverse side): \_\_\_\_\_

Purpose/Reason for Use: \_\_\_\_\_

Number of People expected: \_\_\_\_\_ Number of Cars expected: \_\_\_\_\_

Total Cost: \_\_\_\_\_ 25 % Deposit: \_\_\_\_\_ Remaining Balance: \_\_\_\_\_  
(Due at time of booking) (Paid 14 days prior to event)

### THE APPLICANT MUST BE A MEMBER TO QUALIFY FOR MEMBER RATES

### APPLICANT'S WAIVER & RELEASE

#### Indemnification

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless Montgomery Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of Montgomery Township.

#### Waiver of Subrogation

To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against Montgomery Township and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's use or occupancy of the premises of Montgomery Township or arising out of Applicant's operations on, at or adjacent to any premises of Montgomery Township. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of Montgomery Township and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

#### Damage to Property of the Applicant and its Invitees

The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Montgomery Township.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*Please complete reverse side.*

**Required Information (Must be completed):**

How many tables? \_\_\_\_\_ How many chairs? \_\_\_\_\_ Other? \_\_\_\_\_  
Any large equipment? (ex- DJ, Photo Booth, Moon bounce) Please specify: \_\_\_\_\_

**Facility Rental Fees:**

	Resident/ CRC Member	Non-Resident	Township Business	Non-Township Business
<input type="checkbox"/> Full Gymnasium (1 full court)	\$70 per hour	\$95 per hour	\$95 per hour	\$120.00 per hour
<input type="checkbox"/> Half Gymnasium (1/2 court)	\$45 per hour	\$65 per hour	\$65 per hour	\$80.00 per hour
<input type="checkbox"/> Full Event Room	\$70 per hour	\$95 per hour	\$95 per hour	\$120.00 per hour
<input type="checkbox"/> Half Event Room (A or B)	\$45 per hour	\$65 per hour	\$65 per hour	\$80.00 per hour
<input type="checkbox"/> Senior Lounge	\$45 per hour	\$65 per hour	\$65 per hour	\$80.00 per hour
<input type="checkbox"/> Conference Room	\$25 per hour	\$45 per hour	\$45 per hour	\$60.00 per hour
<input type="checkbox"/> Exercise Studio (large)	\$45 per hour	\$65 per hour	\$65 per hour	\$80.00 per hour
<input type="checkbox"/> Exercise Studio (small)	\$25 per hour	\$45 per hour	\$45 per hour	\$60.00 per hour
<input type="checkbox"/> Catering Kitchen	\$35 flat fee	\$35 flat fee	\$35 flat fee	\$35 flat fee

If requested room space is not available, please list second choice \_\_\_\_\_

**TOWNSHIP USE ONLY**

**Approve or Deny:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Rules and Regulations:**

1. You will be permitted to enter the room 15 minutes prior to your booked rental.
2. **Alcohol is NOT PERMITTED on the premises.**
3. Helium Balloons in the Lobby or Gymnasium Area are prohibited. (All balloons must enter through side entrance and remain inside the room)
4. Confetti or sparkles are not permitted in the building.
5. Children are not permitted outside the building after 9pm.
6. Do NOT hang or tape anything from the ceiling, painted walls or wood paneled walls.
7. All guests are expected to be out of the building by the end of the paid rental. Staying later will result in being charged an additional fee.
8. The renter agrees to chaperone the event by the following standards: For every 20 participants there must be (1) adult chaperone on site for the duration of the event. The chaperones are required to monitor the hallways, bathroom facilities and the rented space for the duration of the event.
9. The rental group is only permitted to use the areas that are being rented. Guests will not be permitted anywhere else in the building.
10. The room/gymnasium should be left in the same condition as it was when the event started. Stains, spillage, etc. will be subject to a minimum charge of \$100.00. If the damage exceeds this amount you will be notified by the Recreation Director.

**\*\*\*Splash Pad is not available as a rental option\*\*\***

*Cancellation a month or more from the event will receive a Full Refund. Cancellation within one month of the event will Forfeit Deposit.*