



Recreation Center Guidelines & Policies

1105 Harding Blvd., Norristown, PA 19401

610-270-8080 • www.norristown.org

Guide for Renters

- Churches and nonprofits are encouraged to rent space
 - No church or religious ceremonies, bible studies, or religious services of any nature to be held in the Recreation Center
- Any fee waiver request, please provide a letter from your organization on letterhead, addressed to Municipal Council a minimum of 4 weeks prior to requested date.
- Treat all parties involved with dignity and respect.
- Use appropriate language, tones and volume when communicating. When in doubt, remain silent.
- Become knowledgeable, understanding and supportive of all established guidelines, rules, policies and procedures applicable to related programming.
- Unfortunately, aggressive behavior is on the rise in recreational programming. Negative attitudes, verbal abuse of officials, poor sportsmanship, profanity, child predators and violence are casting a negative light in our arena. It is for that reason penalties have been assessed and will be enforced for acts perceived by Norristown Recreation as intentional violations.
- PLEASE BE AWARE THAT BY ENTERING THIS AREA, YOU CONSENT TO YOUR VOICE, NAME, AND/OR LIKENESS BEING USED, WITHOUT COMPENSATION, IN FILMS AND TAPES FOR EXPLOITATION IN ANY AND ALL MEDIA, WHETHER NOW KNOWN OR HEREAFTER DEvised, FOR ETERNITY, AND YOU RELEASE THE MUNICIPALITY OF NORRISTOWN , ITS SUCCESSORS, ASSIGNS AND LICENSEES FROM ANY LIABILITY WHATSOEVER OF ANY NATURE.
- DO NOT ENTER THIS AREA IF YOU DO NOT WISH TO BE SUBJECT TO THE FOREGOING

Recreation Center Rental Rules and Regulations

- Only persons age twenty-one (21) and older are eligible to contract for the use of Recreation Center Facilities.
- Events with vendors must supply a Certificate of Insurance before approval will be granted.
- Reservations are not considered complete until all parties sign the rental contract, pay the 50% non-refundable deposit, and receive approval from the Recreation Center Manager.
- Any rental involving more than 100 people is required to have a police presence. Depending on the event, the recreation manager may also require a police presence for rentals involving less than 100 people.
- The application or receipt indicates which room have been scheduled for your use; please check this information for accuracy. Activity and use of the property shall be limited to the designated area listed on the application except for use of the bathrooms closest to the rental space.
- The timeframe listed on your application must include set-up and clean-up time.
- Balances must be paid 30 days prior to the rental date. Unpaid reservations may be forfeited.
- Soliciting, recruiting and loitering are prohibited in any non-rented facilities.
- Use of profane language, illegal drugs, alcoholic beverages, firearms, gambling, chewing tobacco, smoking, vaping, open flames, games of chance and exotic entertainment are prohibited.

- Unless prior arrangements have been made with the Recreation Center Manager, storage of items is not permitted before or after the event.
- Blue paint tape may be used to hang decorations. Nails, tacks, pins, staples, scotch tape and masking tape are strictly forbidden.
- Loose glitter and confetti are prohibited.
- Food and drinks are permitted in designated areas only.
- Children must be supervised at all times and remain in the rented area. There must be one responsible adult present for every 12 people under age 18.
- All patrons are expected to respect the facility and the rights of other individuals. Any user who engages in disorderly conduct, including but not limited to, verbal or physical abuse of an employee or any other guest, is subject to immediate removal from the facility without refund.
- On the day of your event, should your function be closed down due to abuse of policies and procedures, no monies will be refunded.

Signature of Applicant

Date

Recreation Center Release of Liability

In consideration of this Rental Agreement, I, my heirs, successors and assigns, do hereby remise, release, quitclaim and forever discharge, hold harmless and indemnify the Municipality of Norristown and its officers, employees, agents and assigns, from any and all liability, known or unknown, potential or otherwise, arising from the use of the Recreation Center and surrounding grounds owned by the Municipality of Norristown by myself and my invitees, including property damage, personal injury and death. I shall (and my invitees shall) comply with all facility rules and regulations.

I further acknowledge that I (and my invitees) shall use the equipment and facilities only for the purposes for which they are intended, and for no other purpose whatsoever. I understand that I shall be responsible for reimbursing the Municipality for any damage caused to the Municipality's equipment and/or facilities, excepting that caused from ordinary wear and tear.

Applicant (and their invitees) grants to the Municipality of Norristown and its successors and assigns the absolute right and permission to use, publish and broadcast invitee's picture or likeness (and the pictures and likeness' of invitee's minor children), without additional approval, for purposes of advertising or trade in promoting and publicizing the Municipality of Norristown.

Signature of Applicant

Date

