



# Recreation Center Rental Agreement

1105 Harding Blvd., Norristown, PA 19401

610-270-0467 • [www.norristown.org](http://www.norristown.org)

Applicant Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date (s) Requested: \_\_\_\_\_

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

Facility Room Requested:

<input type="checkbox"/> Multi-Purpose Room 1 of 4 (max 20)	<input type="checkbox"/> Gymnasium—Full Court	<input type="checkbox"/> Studio (max 20)
<input type="checkbox"/> Meeting Room (max 25)	<input type="checkbox"/> Gymnasium—Half Court	<input type="checkbox"/> Classroom 1 of 2 (max 20)

Type of Function: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

## Agreement and Payment Schedule

Your Facility Rental Agreement must be submitted to and approved by the Recreation Manager. **A deposit of 50% of the rental fee is due at the time of booking.** The remaining balance is due 10 days prior to the rental date. For reservations made less than 30 days prior to the event, the rental fee is due in full at the time of booking.

By signing below, I acknowledge that I have read, understand and agree to the terms of this agreement and agree to adhere to all rules and restrictions listed on the reverse side of this agreement.

---Recreation Center Use Only---

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Rate: \_\_\_\_\_ Total Hours: \_\_\_\_\_ Total Amt. Due: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Due On: \_\_\_\_\_ Received: \_\_\_\_\_

Final Payment: \_\_\_\_\_ Due On: \_\_\_\_\_ Received: \_\_\_\_\_

# 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 Township of Upper Providence 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 Township for any damage caused to the Township's equipment and/or facilities, excepting that caused from ordinary wear and tear.

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Signature of Applicant

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Date

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## Facility 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 as well as organizations who are renting spaces must supply a Certificate of General Liability Insurance before approval will be granted.**
- Reservations are not considered complete until all parties sign the rental contract, pay the 50% deposit, insurances are supplied if required, and receive approval from the Recreation Center Manager.
- The application or receipt indicates which particular facilities 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 10 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, 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 14.
- 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.

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Signature of Applicant

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Date

## RECREATION CENTER ROOM/GYM RENTAL

Community Member	Rental Space	Hours of Rental	Cost of Rental due at the time of Reservation
Resident	Classroom/MPR	1hr-4hr	\$80/use
Non-Resident	Classroom/MPR	1hr-4hr	\$120/use
Organization for-profit	Classroom/MPR	1hr-4hr	\$120/use
Organization non-profit	Classroom/MPR	1hr-4hr	\$100/use
Resident	Gymnasium	1hr-4hr	\$140/use
Non-Resident	Gymnasium	1hr-4hr	\$280/use
Organization for-profit	Gymnasium	1hr-4hr	\$350/use
Organization non-profit	Gymnasium	1hr-4hr	\$300/use
Resident	Classroom/MPR	5hr-8hr	\$80/use
Non-Resident	Classroom/MPR	5hr-8hr	\$120/use
Organization for-profit	Classroom/MPR	5hr-8hr	\$120/use
Organization non-profit	Classroom/MPR	5hr-8hr	\$100/use
Resident	Gymnasium	5hr-8hr	\$280/use
Non-Resident	Gymnasium	5hr-8hr	\$360/use
Organization for-profit	Gymnasium	5hr-8hr	\$600/use
Organization non-profit	Gymnasium	5hr-8hr	\$500/use

## RECREATION CENTER ROOM/GYM RENTAL – MONTHLY (3X A WEEK)

Community Member	Rental Space	Hours of Rental	Cost of Rental due at the time of Reservation
Organization for-profit	Classroom/MPR	Monthly Rate	\$1200/per month
Organization non-profit	Classroom/MPR	Monthly Rate	\$1000/per month
Organization for-profit	Gymnasium	Monthly Rate	\$2500/ per month
Organization non-profit	Gymnasium	Monthly Rate	\$2000/per month

\*Use of technology will be an add charge of \$10 per person\*

\*Any rental that constitutes as an event is required to have a police presence. An event is defined but not limited to assemblies, parties, parades, and the desecration of the Recreation Manager. Events require a police presence and a \$240 hourly fee\*