

Upper Merion Park & Recreation Department Township Building Park Permit Application

Located behind the UM Township Building, 175 W Valley Forge Rd, King of Prussia, PA

Name of Applicant/Organization: _____ Contact Name: _____
 Address: _____ City _____ Zip _____
 Phone: _____ Cell: _____ Email: _____
 Reason for Use: _____ Estimated Attendance _____
 Date(s) of Request: _____
 Time of Request: Start _____ End _____

Facility (Check one or more)			
	Resident (3 hr. rental)	Non-Resident (3 hr. rental)	Business (3 hr. rental)
Gazebo <input type="checkbox"/>	\$50.00	\$100.00	\$100.00
credit card or check payable to UM Township			
Extra Hour	\$40	\$40	\$50
Event Description			
Wedding <input type="checkbox"/> Note: tents must be set up and taken down same day of event			Note: The Township Building Park is not available for rent during Saturdays from 8 am - 3 pm during the Farmer's Market season, April through Sept.
Party <input type="checkbox"/>			
Other <input type="checkbox"/>			

The undersigned applicant agrees that as the sponsor of the group/activity, he/she will be personally responsible for any violation of the Park Rules and Regulations as well as any additional site regulations provided by the Upper Merion Park and Recreation Department.

Signature of Applicant: _____ Date: _____

Approval: _____ Date: _____

Daniel Russell, Park and Recreation Director

Email for approval to: Patricia Andrien – pandrien@umtownship.org (484) 636-3906

Usage & Rental Policies for Upper Merion Township Building Park Facilities

1. Rentals open April 1. Facilities are available on a first-come, first-served basis.
2. Availability can be confirmed by calling the Parks and Rec. Department, however, Rentals are not considered reserved until all parties sign the rental contract and pay the rental fee in full. You will receive a receipt to verify the rental.
3. The application or receipt indicates which particular facilities have been scheduled for your use. Please check this information for accuracy.
4. **The time frame listed on your application must include set-up and clean-up time.** Please do not arrive prior to the time reserved. It is equally important that your group has cleaned up and is ready to leave by the ending time noted.
5. Make checks payable to "Upper Merion Township". All checks returned from the bank for "insufficient funds" will be assessed a service charge of \$35 per check.
6. **Cancellations require a one-week notice.** Late cancellations or "no shows" will be charged the full rental fee.
7. No soliciting, recruiting or loitering is permitted in any non-rented facilities.
8. Activity and use of property shall be limited to the designated area (including, for access only, the hallways) listed on the application/receipt.
9. Use of profane language, illegal drugs, alcoholic beverages, firearms, gambling, chewing tobacco and smoking on Upper Merion Township property is strictly prohibited.
10. Please remember to be courteous, as groups may be renting other facilities during the time slots before and after you.
11. It is the responsibility of each individual, group or organization using facilities to clean up and rearrange the chairs, tables, etc. after use. Debris, must be put in the dumpster or removed.
12. The renting individual, group or organization is responsible for any damage incurred while using the facility.
13. All organized groups or outside vendors renting the facility must provide a certificate of liability insurance, in the amount of \$1,000,000, naming Upper Merion Township as additionally insured.
14. Failure to conform to rental policies will result in rental cancellation or subsequent denial of future applications.
15. A Township emergency will displace a scheduled use immediately and without notice.