

Upper Merion Park & Recreation Department Heuser Park Permit Application

684 West Beidler Rd., King of Prussia, PA 19406

610-265-1071 / 484-636-3906

Received

Date _____

Time _____

Initials _____

Name of Applicant/Organization: _____ Contact Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Intended Use: _____ Estimated Attendance: _____

Date(s) Requested: _____

Times Requested: use separate sheet if needed: Start: _____ End: _____

Facility (Check one or more)					Non- Profit Benefit Event
0-50 people		Resident (3 hr. rental)	Non-Resident (3 hr. rental)	Business (3 hr. rental)	
Clubhouse	<input type="checkbox"/>	\$50.00	\$100.00	\$100.00	
with indoor bathrooms - requires key pick up					
Key pick up deposit	<input type="checkbox"/>	\$200 (check)	Addl. Hr. \$40.	Addl. Hr. \$50.	No charge
Key return (next business day)	<input type="checkbox"/>	check returned	Resident / Non		
Athletic Fields					Non-Profit
		One Game (2 hr.)			
		Resident	Non-Resident	Business	
One game (2 hr.)	<input type="checkbox"/>	\$30	\$75	\$75	n/a
One game /wk. (10 wks.)	<input type="checkbox"/>	\$190	\$300	\$300	n/a
Two games /wk. (10 wks.)	<input type="checkbox"/>	\$75	\$300	\$300	n/a
Lights fee	<input type="checkbox"/>	\$25	\$25	\$25	n/a
Baseball field-90 ft. with fence	<input type="checkbox"/>	n/a	n/a	n/a	n/a
Softball field #1-60/65 ft. with fence	<input type="checkbox"/>	subject to availability			n/a
Softball field #2-60/65 ft. with fence	<input type="checkbox"/>	subject to availability			n/a
Multi-purpose field with lights	<input type="checkbox"/>	\$25 lights fee	\$25 lights fee	\$25 lights fee	No charge
Practice field #1 with lights	<input type="checkbox"/>	\$25 lights fee	\$25 lights fee	\$25 lights fee	No charge
Practice field #2 with lights	<input type="checkbox"/>	\$25 lights fee	\$25 lights fee	\$25 lights fee	No charge

Usage & Rental Policies for Heuser Park

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.
3. The application or receipt indicates which particular facilities have been scheduled for your use. Please check this information for accuracy. Take a copy of your application to serve as your receipt on the day of your rental.
4. **A key deposit in the form of a check for \$200 or credit card info. is required for key fob usage.** Key fobs can be picked up to 2 days before park rental at the UM Community Center at 431 W. Valley Forge Rd. Keys should be returned the next business day following the reservation. The deposit check will be return when key is returned to Parks & Rec. office.
5. **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.
6. 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.
7. **Cancellations require a one-week notice.** Late cancellations or "no shows" will be charged the full rental fee.
8. No soliciting, recruiting or loitering is permitted in any non-rented facilities. No overnight camping. **No parking in Emergency Access driveway.** Please park in the public parking area only.
9. **Balloons inside the clubhouse can set off the fire alarm** – NO HELIUM BALLOONS PERMITTED.
10. **The outside door will close automatically 30 seconds after opening.** Do not prop open the outside door to the clubhouse when the Air Conditioning is operating.
11. **The clubhouse normal configuration includes 14 tables and 15 chairs.** Number of tables and chairs may vary.
12. Activity and use of property shall be limited to the designated area (including, for access only, the hallways) listed on the application/receipt.
13. Use of profane language, illegal drugs, alcoholic beverages, firearms, gambling, chewing tobacco and smoking on Upper Merion Township property is strictly prohibited.
14. Please remember to be courteous, as groups may be renting other facilities during the time slots before and after you.
15. It is the responsibility of each individual, group or organization using facilities to clean up and rearrange the chairs, tables, etc. after use. **All lights must be turned off** and debris, other than that which can be placed into the wastebasket, must be removed to the dumpster.
16. The renting individual, group or organization is responsible for any damage incurred while using the facility. Your credit card or checking account will be charged \$200.00 for cleanup or vandalism.
17. All organized groups renting the facility must provide a certificate of liability insurance, in the amount of \$1,000,000, naming Upper Merion Township as additionally insured.
18. Failure to conform to rental policies will result in rental cancellation or subsequent denial of future applications.
19. A Township emergency will displace a scheduled use immediately and without notice.
20. Parks close at 8:00 pm. The Parks & Recreation office is open M-F 9-5. In emergency, call police.

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

Security / Key Deposit Key Fob # 2650 #1940 #1973 #1025

Signature of Applicant: _____ Approval_____

Patricia Andrien, Rental Coordinao

Dept. of Parks and Recreation 431 W Valley Forge Rd, King of Prussia, PA 19406

pandrien@umtownship.org (484) 636-3906