

Upper Merion Park & Recreation Department Park Permit Application

431 W Valley Forge 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: _____

Reason for Use: _____ Estimated Attendance _____

Date of Request: _____ Start Time: _____ End Time _____

Rain date is not included in rental. Please allow set up and clean up time.

Belmont Park	<input type="checkbox"/> Basketball Court	<input type="checkbox"/> Baseball / Softball Field (60ft. - no fence)	porta potties
Bob Holland Park:	<input type="checkbox"/> Baseball / Softball		porta potties
Bob White Park:	<input type="checkbox"/> Baseball / Softball (60ft. - no fence)		porta potties
Swedeland Park :	<input type="checkbox"/> Pavilion	<input type="checkbox"/> Softball/Baseball Field	<input type="checkbox"/> Indoor bathroom (key pickup) porta potties
<i>(not available until Sept. 1 2019)</i>			
Twp Bldg. Park:	<input type="checkbox"/> Gazebo	bathrooms inside Twp. Building	porta potties
Heuser Park:	<input type="checkbox"/> Clubhouse	with indoor bathroom (requires key pickup)	porta potties
Boathouse: please provide details:			

Pavilion/Picnic Fees: 3 Hour Rental

	Resident	Non-Resident	Business
0-50 people	\$50	\$100	\$100
Over 50 people	\$100	\$150	\$150
Additional Hour	\$40	\$40	\$50

Athletic Fields

	Resident	Non-Resident	Business
One game (2 hr.)	\$30	\$75	\$75
One game/wk. (10 wks.)	\$180	\$300	\$300
Two games/wk. (10 wks.)	\$390	\$300	\$600
Lights Fee (all fields)	\$25	\$25	\$25

Tennis/Basketball Courts (2 hr.)

	\$25	\$50	\$50
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Security/Key Deposit- \$200. Key deposit Key returned Key fob #

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. Please include current certificate of insurance for any activities.

Signature of Applicant: _____ Date: _____

Approval: _____ Date: _____

Daniel Russell, Park and Recreation Director

Email for approval to: Pat Andrien, pandrien@umtownship.org

Usage & Rental Policies for Upper Merion Park Facilities

1. Rentals open April 1. Applications can be submitted starting Mar 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. Keys can be picked up at the Community Center at 431 W. Valley Forge Road on the day of the rental. Keys should be returned the next business day following the reservation. A credit card deposit of \$200. is required for usage of restroom and clubhouse. Your credit card will be charged in the event that the key is not returned by the next business day.
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. **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. All lights must be turned off and debris, other than that which can be placed into the wastebasket, 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.