



Upper Merion Parks and Recreation
 431 W Valley Forge Road
 King of Prussia, PA 19406
 610-265-1071
 www.umtownship.org

Facility Rental Request Form

Please complete the form below and return to the Upper Merion Community Center. For questions regarding availability, contact the UM Parks and Recreation office (Attn: Allyson Roberts; Rental Coordinator; aroberts@umtownship.org).

Name of Applicant/Organization: _____ Contact Name: _____
 Address: _____ City: _____ Zip: _____
 Phone: _____ Cell: _____ Email: _____

Facility Request

<input type="checkbox"/> Gymnasium - Small Court	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Cooking Studio
<input type="checkbox"/> Gymnasium -Large Court	<input type="checkbox"/> Multi-Purpose Room #1 or #2	<input type="checkbox"/> Music Room #1 or #2
<input type="checkbox"/> Multi-Purpose Court	<input type="checkbox"/> Full-Classroom	<input type="checkbox"/> Outdoor Patio
<input type="checkbox"/> Volleyball Court	<input type="checkbox"/> Half-Classroom	<input type="checkbox"/> Other: (list) _____
<input type="checkbox"/> Large Group Ex Room	<input type="checkbox"/> Art Room	

*If requesting court space, please list the number of courts: _____
 **If requesting classroom space, please specify table/chair set-up style: Class Style or Theater Style

Date(s) & Hour(s) Required: _____
 Reason for Use: _____
 Special Requirements: _____
 Expected Attendance: _____ Back-up Date: _____

Rental Rates

*all rates are hourly

Facility	Resident	Non-resident	Corporate
Gymnasium - Small Court	\$60	\$75	\$90
Gymnasium -Large court	\$90	\$105	\$135
Multi-Purpose Court	\$70	\$85	\$105
Volleyball Court	\$70	\$85	\$105
Conference Room	\$30	\$45	\$45
Multipurpose Rooms	\$60	\$75	\$90
Full-Classroom	\$50	\$65	\$75
Half-Classroom	\$25	\$40	\$40
Large Group Exercise Room	\$60	\$75	\$90
Cooking Studio	\$80	\$95	\$120
Art Room	\$50	\$65	\$75
Music Room #1 (no piano)	\$20	\$35	\$35
Music Room #2 (with Piano)	\$30	\$45	\$45
Outdoor Patio	\$50	\$65	\$75



Facility Rental Request Form

Usage & Rental Policies for the Upper Merion Community Center

- Reservations for use must be made, in person, through the Upper Merion Parks and Recreation Department.
- Facilities are available on a first-come, first-served basis.
- Per hour rental rates do not include extra staff fees.
- 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.
- The application or receipt indicates which particular facilities have been scheduled for your use. Please check this information for accuracy.
- **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. The Community Center's available rental hours are as follows:

Monday-Friday	6:00AM-8:00PM
Saturday & Sunday	8:30AM-4:00PM
- After hour rentals are available for additional fees.
- Payment for all rentals must be made at least seven (7) days in advance. 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.
- Cancellations require a seven (7) day notice and are subject to a \$25.00 fee. No refunds will be given for Late cancellations or "no shows".
- No soliciting, recruiting or loitering is permitted in any non-rented spaces.
- Activity and use of property shall be limited to the designated area (including, for access only, the hallways) listed on the application/receipt.
- Use of profane language, illegal drugs, alcoholic beverages, firearms, gambling, chewing tobacco and smoking on Upper Merion Township property is strictly prohibited.
- No pets, except for service animals, are allowed in the Community Center.
- Please remember to be courteous, as groups may be renting other facilities during the time slots before and after you. In addition, the remaining facilities will most likely be scheduled simultaneously for other groups.
- A Township emergency will displace a scheduled use immediately and without notice.
- It is the responsibility of each individual, group or organization using facilities to rearrange the chairs, tables, etc. before and after use. All lights must be turned off and debris, other than that which can be placed into the wastebasket, must be removed.
- Users may provide and operate their own projector or related equipment. All equipment of any kind and any other materials and supplies required for an applicant's specific use must be provided by the applicant.
- The individual, group or organization is responsible for any damage incurred while using the facility.
- **NO SCOTCH TAPE.** Masking and/or painters tape allowed.
- 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.
- Failure to conform to rental policies will result in rental cancellation or subsequent denial of future applications.
- The Township will not be held responsible for any accident/ injury to the applicants staff, volunteers or participants.
- The undersigned applicant agrees that as the sponsor of the group/activity, he/she will be personally responsible for any violation of the Usage and Rental Policies for the Upper Merion Community center, as well as any additional site regulations provided by the Upper Merion Park and Recreation Department.
- Prices are subject to change. Call ahead for current pricing.

Sign Name: _____ Print Name: _____ Date: _____

(UMPR Use Only)

Facility Request Total Fee: _____ Receipt #: _____

Permit is **APPROVED** ____ Permit is **NOT APPROVED** ____

Signature of Approval: _____ Date: _____

Comments: _____

UPPER MERION COMMUNITY CENTER

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610-265-1071

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FACILITY DETAILS

Gymnasium Rentals

Gymnasium - Small Courts Number of Courts: 3 Court Size: 74'x42'	Multi-Purpose Court Number of Courts: 1 Court Size: 75'x45'
Gymnasium -Large courts Number of Courts: 2 Court Size: 84'x50'	Volleyball Court Number of Courts: 3 Court Size: 60'x30'

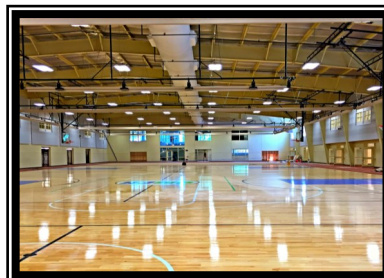
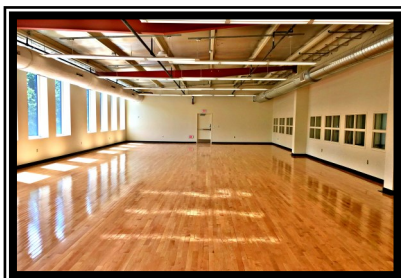
Room Rentals

Conference Room Room Size: 30'x16' Capacity:18	Large Group Ex Room Room Size: 73'x32' Capacity: 46
Full-Classroom Room Size: 43'x19' Capacity: 35	Multi-Purpose Room #1 Room Size: 35 x 60' Capacity: 38
Cooking Studio Room Size: 30'x24' Capacity: 25	Multi-Purpose Room #2 Room Size: 30' x 60' Capacity: 32
Half-Classroom Room Size: 12'x19' Capacity: 20	Art Room Room Size: 30'x19' Capacity: 30

Outdoor Patio Rentals

Outdoor Patio
Patio Size: 50'x45'
9 round tables and 36 seats
*Access to indoor restrooms available

Music Rooms
Room Size: 14'x5'
Capacity:2



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*If you are interested in renting, please complete the Facility Rental Form and return it to the Upper Merion Community Center. For questions regarding availability, contact UMPR- Attn: Allyson Roberts; Rental Coordinator