

Upper Merion Park & Recreation Department Park Permit Application

431 W Valley Forge Rd, King of Prussia, PA 19406 | 610-265-1071

Name of Applicant/Organization: _____ Contact Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Reason for Use: _____ Estimated Attendance: _____

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

The time frame above includes set-up and clean-up time. Rain dates are not included in rental.

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
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
Other (List Park Name):			

Pavilion/Picnic Fees: 3 Hour Rental

	Resident	Non-Resident	Business
0-50 people	\$60	\$125	\$125
Over 50 people	\$100	\$165	\$165
Additional Hour	\$40	\$55	\$55

Athletic Fields

One game (2 hour Rental)	\$80	\$150	\$150
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Lights Fee (per field/per game)	\$30	\$30	\$30
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Tennis/Basketball Courts: 2 Hour Rental	\$25	\$50	\$50
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STAFF USE ONLY

Application Received:

Date: ____/____/____ Time: _____ Staff Initials: _____

☐ Security/Key Deposit- \$200 check (make payable to Upper Merion Township)

☐ Key returned on ____/____/____

Keys are due back the day after the rental date. \$200 will be charged for late key returns.

Usage & Rental Policies for Upper Merion Park Facilities

1. Rentals open April 1. Applications can be submitted starting March 1. Facilities are available on a first-come, first-served basis.
2. Availability can be confirmed by calling the Parks and Recreation Department, however, reservations are not confirmed 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 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 check deposit of \$200 is required for usage of restroom and clubhouse. You will be charged \$200 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.

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: Dan Russell, drussell@umtownship.org