



## 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-Non-Profit Organization

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: \_\_\_\_\_

**Please include your Official Non-Profit Approval when sending this form back. A one-time 4 hour fee waiver is applied to your rental. You are financially responsible for rental rates after the 4th hour.**

### Facility Request

\_\_\_\_\_ Volleyball Court

\_\_\_\_\_ Art Room

\_\_\_\_\_ Gymnasium - Small Court

\_\_\_\_\_ Conference Room

\_\_\_\_\_ Cooking Studio

\_\_\_\_\_ Gymnasium - Large Court

\_\_\_\_\_ Multipurpose Room #1 or #2

\_\_\_\_\_ Music Room #1 or 2

\_\_\_\_\_ Multi-Purpose Court

\_\_\_\_\_ Full-Classroom

\_\_\_\_\_ **Outdoor Patio**

\_\_\_\_\_ Half-Classroom

**\*\*Must email for availability\*\***

\*If requesting court space, please list the number of courts: \_\_\_\_\_

\*\*If requesting classroom space, please specify table/chair set-up style (circle one): Class Style or Theater Style

Date(s) & Hour(s) Required: \_\_\_\_\_

Reason for Use: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Back-up Date: \_\_\_\_\_

## Please check off the appropriate box:

### Exempt organization types

#### Charitable Organizations — IRC 501(c)(3)

Organizations that are organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, educational or other specified purposes.

☐

#### Churches & Religious Organizations — IRC 501(c)(3)

Churches and religious organizations are among the charitable organization that may qualify for exemption from federal income tax under Section 501(c)(3).

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#### Private Foundations — IRC 501(c)(3)

Private foundations typically have a single major source of funding (usually gifts from one family or corporation) and most primarily make grants rather than directly operate charitable programs.

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#### Political organizations

A party, committee, association, fund or other organization organized and operated primarily for the purpose of directly or indirectly accepting contributions or making expenditures, or both, for an exempt function.

☐

#### Other nonprofits

Organizations meeting specified requirements may qualify for exemption under subsections other than Section 501(c)(3). These include social welfare organizations, civic leagues, social clubs, labor organizations and business leagues.

☐



# Non-Profit Facility Rental Request Form

## Usage & Rental Policies for the Upper Merion Community Center

**Free use policy:** UM Township based non-profit organizations are entitled to one free use of a Community Center Space (max of 4 hours) per calendar year. Any additional uses will pay the fee as calculated for the space being used.

- Reservations for use must be made, in person or email Allyson Roberts, 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 if appropriate, 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.
- Cancellations require a seven (7) day notice.
- 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.

Sign Name: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

(UMPR Use Only)

Facility Request Total Fee: \_\_\_ 4 hours waived Receipt #: \_\_\_\_\_

Permit is APPROVED \_\_\_\_ Permit is NOT APPROVED \_\_\_\_

Signature of Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

# UPPER MERION COMMUNITY CENTER

431 W Valley Forge Rd., King of Prussia, PA 19406

610-265-1071

[www.umtownship.org](http://www.umtownship.org)

## 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'

### 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

### Room Rentals

#### **Conference Room**

Room Size: 30'x16'

Capacity:18

#### **Half-Classroom**

Room Size: 12'x19'

Capacity: 20

#### **Full-Classroom**

Room Size: 43'x19'

Capacity: 35

#### **Large Group Ex Room**

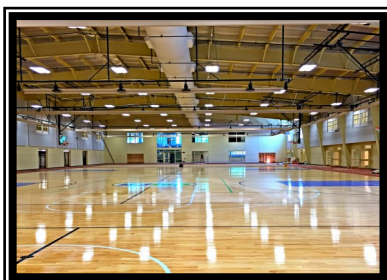
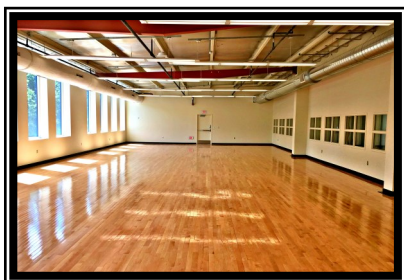
Room Size: 73'x32'

Capacity: 46

#### **Art Room**

Room Size: 30'x19'

Capacity: 30



### Rental Rates \*all rates are hourly after the first 4 hours\*

Facility	Resident	Non-resident	Corporate
Gymnasium - Small Court	\$70	\$85	\$100
Multi-Purpose Court	\$85	\$100	\$115
Volleyball Court	\$85	\$100	\$115
Conference Room	\$35	\$45	\$65
Full-Classroom	\$60	\$75	\$90
Cooking Studio	\$95	\$110	\$125
Art Room	\$60	\$75	\$90
Music Room #1 (no piano)	\$25	\$40	\$55
Music Room #2 (with Piano)	\$60	\$75	\$65
Outdoor Patio	\$60	\$75	\$90

\*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