



**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"/> Multipurpose 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"/> Art Room	**Must email for availability**
<input type="checkbox"/> Conference Room	<input type="checkbox"/> Cooking Studio	<input type="checkbox"/> Other: (list) _____

\*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: \_\_\_\_\_

### Rental Rates

\*all rates are hourly

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	\$50	\$65
Full-Classroom	\$60	\$75	\$90
Multi-purpose rooms	\$70	\$85	\$100
Cooking Studio	\$95	\$110	\$125
Art Room	\$60	\$75	\$90
Outdoor Patio	\$60	\$75	\$90
Music Room #1 (no piano)	\$25	\$40	\$55
Music Room #2 (with Piano)	\$60	\$75	\$65



# 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

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'

#### Volleyball Court

Number of Courts: 3

Court Size: 60'x30'

#### Multi-Purpose Court

Number of Courts: 1

Court Size: 75'x45'

### Room Rentals

#### Conference Room

Room Size: 30'x16'

Capacity: 18

#### Multi-Purpose Room #1

Room Size: 35 x 60'

Capacity: 38

#### Full-Classroom

Room Size: 43'x19'

Capacity: 35

#### Multi-Purpose Room #2

Room Size: 30' x 60'

Capacity: 32

### 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

#### Art Room

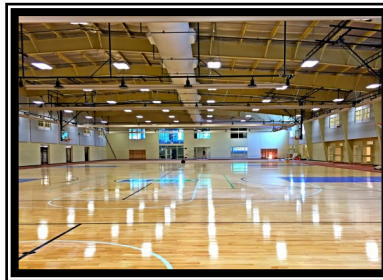
Room Size: 30'x19'

Capacity: 30

#### Cooking Studio

Room Size: 30'x24'

Capacity: 25



### Rental Rates \*all rates are hourly

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\*If you are interested in renting, please complete the Facility Rental Form and return it to Allyson Roberts; UMCC  
Indoor Rental Coordinator