

UPPER SOUTHAMPTON TOWNSHIP PARKS AND RECREATION DEPARTMENT

913 Willow Street ● Southampton, PA 18966

Community Center Office – 215-355-9781

DATE _____

FACILITIES USE APPLICATION

FACILITIES REQUESTED

TAMANEND PARK:

COMMUNITY CENTER:

Farmhouse

Meeting Room

Carriage House

Pavilion #1 W/Fireplace

Pavilion #2

Lion's Grove

Day(s) of the Week _____ Date(s) _____ Hours: From _____ To _____

Of Attendees _____ Admission Fee Charged? Yes No Resident Group? Yes No

Purpose: _____

GENERAL RULES AND REGULATIONS:

Must be 18 years-old and have valid Driver's License. NO ALCOHOL, open fires, solicitation, hunting, fishing, swimming. NO unleashed pets – owners are responsible for cleaning up pet waste. NO dogs allowed on playing fields. NO motor vehicles off paved or stone roads. NO damaging, destroying or removing of trees, plants or shrubs. USE OF SMOKE AND/OR LIQUID MACHINES PROHIBITED. Keys for Carriage House and/or Farmhouse should be picked up on the Thursday or Friday before a weekend rental.

IF THERE ARE ANY PROBLEMS DURING EVENTS PLEASE CALL 215-355-9781 or 215-791-2139.

I HAVE RECEIVED AND READ THE ABOVE UPPER SOUTHAMPTON TOWNSHIP PARKS AND RECREATION RULES AND REGULATIONS RELATING TO THE USE OF ITS FACILITIES AND EQUIPMENT AND ACCEPT RESPONSIBILITY FOR MEETING THE REQUIREMENTS STATED THEREIN. A RELEASE AND WAIVER OF LIABILITY AND INDEMNIFICATION AGREEMENT ATTACHED HERETO AND PART OF THIS FACILITIES USE APPLICATION MUST ALSO BE SIGNED. **Sports Organizations must provide a Certificate of Insurance with Application**

Signature of Applicant

Print Name

Address

Email

Telephone (Home) (Cell)

Office Use Only	
Approved _____	Not Approved _____
Authorizing Official _____	
Facility Rental Fee	
Deposit _____	Fee _____
Other _____	Fee _____
Total _____	
Please provide separate checks, payable to <i>Upper Southampton Township</i> for rental fee and deposit.	

RENTAL REGULATIONS FOR PARKS & RECREATION FACILITIES

Please read these regulations carefully. Failure to comply could result in the loss of your security deposit. Please initial after each guideline and sign your name at the bottom. NOTE: There will be no rentals available on Township holidays. Thank you for your cooperation.

1. There is a minimum rental time of **four hours**, which includes one-hour setup and cleanup time. Example: If you plan on having a party from 1:00 PM to 4:00 PM you need to rent from 12:30 PM to 4:30 PM. The facilities are rented on a first-come, first-served basis. _____

2. There is a maximum capacity of 100 in each Pavilion. _____

3. In order to secure your date the security deposit must be made at the time of booking. This check will not be cashed unless you cancel the event or damage has taken place at your event. All bookings (and payment) must be made in person at 913 Willow Street, Southampton, PA. _____

4. Parking is permitted in designated parking areas only; no parking on the roadways. _____

5. If you are renting on a weekend, keys for the Farmhouse and/or Carriage House must be picked up at the Park Office on the Thursday or Friday before your rental. If you are renting during the week arrangements can be made to have the building unlocked for you. Call the Park Office at 215-355-9781 before picking up your key to assure that a staff member will be in the office to assist you. The Park Office is located at 913 Willow Street, Southampton, PA. Please call the Park Office at 215-355-9781 or 215-791-2139 for after-hour emergencies. _____

6. In the Carriage House, Farmhouse and Community Center any debris on the floor must be swept up (brooms are in the closets), tables and chairs wiped down and any liquid on the floors must be wiped up. The interior trash receptacles in the Farmhouse and Carriage House must be emptied and all trash placed in the **dumpster behind the Carriage House** when your event is over. While renting the Pavilions you **MUST** provide your own trash bags and remove **ALL TRASH**; the cans must be emptied and bags placed in the dumpsters behind the Carriage House to prevent animals from opening the bags. Recyclables should be placed in the container next to the dumpster. _____

The rented facility must be returned to its original condition. This includes removal of all **decorations** placed inside or outside, such as balloons, **tape on any surface**, signs, etc. **NO Mylar balloons** in the Carriage House and **NO glitter**. _____

7. The use of a DJ or any amplified music in any Township facility must be approved by the Parks & Recreation Director. The use of smoke machines, liquid machines, pyrotechnics and/or inflatable bounce houses/toys are **STRICTLY PROHIBITED**. The use of any will result in the loss of your security deposit. _____

8. **When making a reservation payment and security deposit must be made in full. If you cancel for any reason your security deposit will be forfeited. Also, if a facility is damaged, trash not cleaned up or if any of the rules and regulations are not followed, your security deposit will be forfeited.** _____

9. No alcohol, illegal drugs or smoking on Parks & Recreation properties. _____

**Carriage House heater/AC controls: Set Heat/AC switch as needed; set fan switch to Auto; set temperature to desired temperature. When done, return all controls back to the starting positions.

Thank you for renting from Upper Southampton Township.

Signature _____ Print Name _____ Date _____

Release and Waiver of Liability and Indemnification Agreement

**** PLEASE READ THIS DOCUMENT CAREFULLY. IT AFFECTS YOUR LEGAL RIGHTS ****

In consideration for being permitted to use any facility requested on the Upper Southampton Township Facilities Use Application (each a "Facility"), I understand and agree, for myself and for any minors in my care, our heirs and assigns, as follows:

1. I have had the opportunity to inspect the Facility prior to the date(s) of my Facility rental. My use of the Facility means that I have inspected the Facility and any equipment therein or thereon and determined it to be safe and reasonably suited for my use.
2. I hereby expressly waive, release, and grant the right to use my name, or the name of any minor in my care, and/or images, photographs, and/or videos, including composite or modification, representations in publications, brochures, newsletters, reports, websites, or any other material relating to the Upper Southampton Township Parks and Recreation programs, activities, and facilities. I waive the right to inspect or approve versions of said images used for publication or the written copy that may be used in connection with the image.
3. Using the Facility involves certain known and unknown risks, hazards and potential inconveniences. The specific risks, hazards and potential inconveniences may vary depending on how the Facility is used and from one activity to another and may include (1) minor injuries such as scratches, bruises, strains and sprains; (2) major injuries such as allergic reactions, broken bones, joint or back injuries, vision and hearing injuries, head injuries, heart attacks; (3) catastrophic injuries including paralysis and death; (4) psychological stress or trauma; (5) acts or omissions of other attendees; (6) administration and availability of first aid or emergency medical treatment; (7) loss of or damage to personal property; (8) coming into contact with bacteria, viruses and diseases that may spread through air, water, surfaces or exposure to other people **such as COVID-19** (each a "Risk"). Any Risk has the potential to cause or lead to destruction of personal property, physical injury, mental injury, illness, disability, or death. I acknowledge that I am willingly and voluntarily using the Facility with knowledge of the Risks involved and hereby agree to accept and assume any and all such Risks, whether caused by the negligence of Upper Southampton Township or otherwise.
4. I hereby expressly waive and release any and all claims, now known or hereafter known, against Upper Southampton Township (the "Township") and its employees, officers, directors, elected officials, appointed officials, volunteers, agents, subcontractors, successors and assigns, in their professional and individual capacities (collectively, the "Releasees"), on account of injury, illness, disability, death, or property damage arising out of or attributable to using the Facility whether arising out of the negligence of the Township or any Releasees or otherwise. I covenant not to make or bring any such claim against the Township or any other Releasee, and forever release and discharge the Township and all other Releasees from liability under such claims.
5. I shall defend, indemnify, and hold harmless the Township and all other Releasees against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, expenses or fees of whatever kind, including reasonable attorneys' fees arising out of or attributed to using the Facility pursuant to this application and the costs of enforcing any right to indemnification under this Agreement.

BY SIGNING, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD ALL OF THE TERMS OF THIS AGREEMENT AND THAT I AM VOLUNTARILY GIVING UP SUBSTANTIAL LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE THE TOWNSHIP, ON BEHALF OF MYSELF AND/OR ON BEHALF OF ANY MINORS IN MY CARE.

Print Name

Signature

Date