

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 267-264-9442 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, controlled substances 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 _____