

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 a 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 the 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 215-850-0857

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.

Signature of Applicant

Print Name

Address

Email

Telephone (Home)

(Cell)

Office Use Only

Approved _____ Not Approved _____

Authorizing Official _____

Facility Rental

Deposit _____ Fee _____

Other _____ Fee _____

Total _____

Please provide separate checks payable to
Upper Southampton Township
for rental fee and deposit

Sports Organizations must provide a Certificate of Insurance with Application.

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 215-850-0857 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 less than 30 days before your scheduled rental 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 _____

**UPPER SOUTHAMPTON PARKS AND RECREATION PROGRAM PARTICIPANT
LIABILITY WAIVER AND RELEASE**

In consideration for being permitted to use Upper Southampton Township’s facilities and/or participate in Upper Southampton Township-sponsored programs, I agree, for myself and/or for any minors in my care, to fully and completely release Upper Southampton Township, its officials, employees, boards, departments, agents and affiliated entities from any and all claims, liabilities or actions for any personal injuries to me, personal injuries to minors in my care and/or any loss or damage to my personal property or the personal property of any such minors arising from our use of Upper Southampton Township facilities or participation in Upper Southampton Township Parks and Recreation-sponsored activities and programs.

I certify that to the best of my knowledge, I and/or any minors in my care are healthy enough to participate in the recreation program sponsored by Upper Southampton Township Parks and Recreation Department.

I understand that no health and/or accident insurance is provided by Upper Southampton Township. I also understand and agree, for myself, and/or for any minors in my care, that I am solely responsible at any sole cost and expense for furnishing medical or other insurance to cover any expenses related to any such personal injuries or property damage.

I hereby give Upper Southampton Township Parks and Recreation staff permission to secure emergency medical care for minors in my care who may suffer an injury or illness while in the temporary care of Upper Southampton Township Parks and Recreation representatives.

I agree, for myself and/or for any minors in my care, to comply with all Upper Southampton Township Parks and Recreation rules and regulations, including any rules and regulations governing any programs for which I, and/or any minors in my care, have registered, and understand and agree that noncompliance with any such rules and regulations by me, or any minors in my care, may result in termination of the privilege to use Upper Southampton Parks and Recreation facilities and/or participate in Upper Southampton Township Parks and Recreation-sponsored activities and programs. In the event of such a termination for cause, I understand that I will not be entitled to be reimbursed for any registration fees.

I further agree, for myself and/or for any minors in my care, that I will furnish a certified birth certificate or proof of birth upon request by Upper Southampton Township Parks and Recreation, as may be required for participation in Upper Southampton Township Parks and Recreation activities and programs.

I grant the right to use my/our name, image, photograph and video, including composite or modification, representations in publications, brochures, newsletters, reports, website and any other material relating to Upper Southampton Township Parks and Recreational programs, activities and facilities. I waive the right to inspect or approve versions of my/our image used for publication or the written copy that may be used in connection with the image.

Intending to be legally bound hereby, and with full authority, I acknowledge, agree to and accept the terms of this Liability Waiver and Release on behalf of myself and/or on behalf of any minors in my care.

Participant Name (Print): _____

Participant Signature: _____

If participant is under age 18

Parent/Guardian’s Name (Print): _____

Parent/Guardian’s Signature: _____

Date: _____