



Montgomery Township Park & Recreation

1030 Horsham Road, Montgomeryville, PA 18936
267-649-7200 • 215-855-6656 (Fax) • www.montcrc.com
recreation@montgomerytp.org

OFFICE USE ONLY	
Director's Approval	_____
Rental Confirmed	_____
Informed About Deposit	_____
Room Setup Confirmed	_____
Informed About Balance	_____

COMMUNITY & RECREATION CENTER RENTAL APPLICATION

Once your application has been approved, you will receive an email of the approved application, confirming your reservation. All rentals are approved upon availability.

APPLICANT'S CONTACT INFORMATION

Member Non-Member Business

Organization Name: _____ Contact: _____ Event Date: _____

Start Time (including set-up): _____ End Time (including clean-up): _____

Address: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Requested Room (please select exact facility on reverse side): _____

Purpose/Reason for Use: _____

Number of People expected: _____ Number of Cars expected: _____

Total Cost: _____ 25 % Deposit: _____ Remaining Balance: _____
(Due at time of booking) (Paid 14 days prior to event)

THE APPLICANT MUST BE A MEMBER TO QUALIFY FOR MEMBER RATES

APPLICANT'S WAIVER & RELEASE

Indemnification

To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless Montgomery Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of Montgomery Township.

Waiver of Subrogation

To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against Montgomery Township and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's use or occupancy of the premises of Montgomery Township or arising out of Applicant's operations on, at or adjacent to any premises of Montgomery Township. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of Montgomery Township and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

Damage to Property of the Applicant and its Invitees

The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Montgomery Township.

Applicant's Signature Date

Please complete reverse side.

Required Information (Must be completed):

How many tables? _____ How many chairs? _____ Other? _____

Any large equipment? (ex- DJ, Photo Booth, Moon bounce) Please specify: _____

Room Requested:

Gymnasium	Square Feet	Fees
<input type="checkbox"/> Full Gymnasium (1 full court)	4200	\$70/hr. member, \$95/hr. non-member, \$140/hr. business
<input type="checkbox"/> Half Court	2100	\$45/hr. member, \$65/hr. non-member, \$95/hr. business
Event Rooms	Square Feet	Fees
<input type="checkbox"/> Full Event Room	1900	\$70/hr. member, \$95/hr. non-member, \$140/hr. business
<input type="checkbox"/> Half Event Room (A or B)	1000	\$45/hr. member, \$65/hr. non-member, \$95/hr. business
<input type="checkbox"/> Senior Lounge	1000	\$45/hr. member, \$65/hr. non-member, \$95/hr. business
<input type="checkbox"/> Youth Lounge	725	\$25/hr. member, \$45/hr. non-member, \$75/hr. business
Studios	Square Feet	Fees
<input type="checkbox"/> Studio 1	725	\$25/hr. member, \$45/hr. non-member, \$75/hr. business
<input type="checkbox"/> Studio 2	1000	\$45/hr. member, \$65/hr. non-member, \$95/hr. business
<input type="checkbox"/> Catering Kitchen		\$35 up to 6 hours

If requested room space is not available, please list second choice _____

TOWNSHIP USE ONLY

Approve or Deny: _____ **Date:** _____

Rules and Regulations:

1. You will be permitted to enter the room 15 minutes prior to your booked rental.
2. Alcohol is not permitted on the premises.
3. Helium Balloons in the Lobby or Gymnasium Area are prohibited. (All balloons must enter through side entrance and remain inside the room)
4. Confetti or sparkles are not permitted in the building.
5. Children are not permitted outside the building after 9pm.
6. Do NOT hang or tape anything from the ceiling, painted walls or wood paneled walls.
7. All guests are expected to be out of the building by the end of the paid rental. Staying later will result in being charged an additional fee.
8. The renter agrees to chaperone the event by the following standards: For every 20 participants there must be (1) adult chaperone on site for the duration of the event. The chaperones are required to monitor the hallways, bathroom facilities and the rented space for the duration of the event.
9. The rental group is only permitted to use the area's that are being rented. Guests will not be permitted anywhere else in the building.
10. The room/gymnasium should be left in the same condition as it was when the event started. Stains, spillage, etc. will be subject to a minimum charge of \$100.00. If the damage exceeds this amount you will be notified by the Recreation Director.

*****Splash Park is not available as a rental option*****

Cancellation outside of 30 days will receive a Full Refund.

Cancellation within 7-14 days of event will forfeit deposit.

Cancellation within 7 days of the event will forfeit 50% of the balance. The remaining 50% will be credited to your account (NOT REFUNDED).