

## **Instructions on completing and returning your Rental Request:**

- Please fill out all relevant information and be sure to include your signature on all forms.
- Include **two separate** checks payable to *Upper Providence Township*: One for Security deposit and second check for Facility usage fee. Your security deposit check will be retained until the end of your rental period, at which time it will be returned to you, if no damage to facility is noted and rules and regulations are adhered to. Damages that exceed your security deposit will be billed.
- If you are renting as an organization, please provide a Certificate of Insurance, naming Upper Providence Township as additional insured.
- If you are renting as a Youth Organization, please complete the Child Clearances Affidavit.
- Please ensure that you and your organization's members understand our Rental Rules & Regulations included in this packet.
- Return the completed Community Center Rental Agreement, Rental Rules and Regulations, Child Clearances Affidavit, Certificate of Insurance, and the appropriate fees to: Upper Providence Township Community Center, 499 Hopwood Road, Collegeville, PA 19426
- You will receive your permit via email once your rental request has been approved.

**It is your responsibility to ensure that all dates/times are correct on your permit. Please contact us immediately if changes need to be made.**



# Community Center Rental Agreement

499 Hopwood Road, Collegeville, PA 19426

Phone: 484-391-2390 • Website: GETUPT.org

Applicant Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Single Use Date Requested: \_\_\_\_\_

Recurring Rentals, Provide Days, Dates, Times for Each Facility on the following sheet.

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_  
(including set-up) (including clean-up)

- Facility Requested:
- Gymnasium—Full Court – Adult Use/Organization \$100/hour  
Youth Use/Organization \$60/hour
  - Gymnasium—Half Court – Adult Use/Organization \$50/hour  
Youth Use/Organization \$40/hour
  - Silo Room (Max 25) - \$50 per hour
  - Kid’s Corner – Non-Member Fee \$50 per Time Slot  
CC Full Member Fee \$40 per Time Slot

\*We ask for at least 2 weeks’ notice for rental requests.  
\*Rentals are not final until approved.  
\*Rentals are at a first come first served basis.

Type of Function: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

### Agreement and Payment Schedule

Your Facility Rental Agreement must be submitted to and approved by the Community Center Manager. A refundable security deposit check in the amount of \$100 is due at the time of booking. The Rental Fee is due 15 days prior to the first rental date. For reservations made less than 15 days prior to the event, the rental fee is due in full at the time of booking.

By signing below, I acknowledge that I have read, understand, and agree to the terms of this agreement and agree to adhere to all rules and restrictions listed on the reverse side of this agreement.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### ---Community Center Use Only---

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Rental Rate: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Total Amt. Due: \_\_\_\_\_ Deposit Amount: \_\_\_\_\_ Due On: \_\_\_\_\_ Received: \_\_\_\_\_

Final Payment: Due On: \_\_\_\_\_ Received: \_\_\_\_\_

Security Deposit Returned By: \_\_\_\_\_ Date Returned: \_\_\_\_\_



## Release of Liability

In consideration of this Rental Agreement, I, my heirs, successors and assigns, do hereby remise, release, quitclaim and forever discharge, hold harmless and indemnify the Township of Upper Providence and its officers, employees, agents and assigns, from any and all liability, known or unknown, potential or otherwise, arising from the use of the Community Center and surrounding grounds owned by the Township of Upper Providence by myself and my invitees, including property damage, personal injury and death. I shall (and my invitees shall) comply with all facility rules and regulations.

I further acknowledge that I (and my invitees) shall use the equipment and facilities only for the purposes for which they are intended, and for no other purpose whatsoever. I understand that I shall be responsible for reimbursing the Township for any damage caused to the Township's equipment and/or facilities, excepting that caused from ordinary wear and tear.

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Signature of Applicant

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Date

### Rental Rules and Regulations

- Only persons aged twenty-one (21) and older are eligible to contract for the use of Community Center Facilities.
- Gym rentals may only occur when the Community Center is available. Please contact us at [\(484\) 391-2390](tel:4843912390). We require a **minimum** of 2 week's notice prior to rental date.
- Rentals by Organizations must supply a Certificate of Insurance before approval will be granted.
- Reservations are not considered complete until all parties sign the rental contract, pay the Rental fee and refundable security deposit, and receive approval from the Community Center Manager.
- The receipt and permit indicate which particular facilities have been scheduled for your use; please check this information for accuracy. Activity and use of the property shall be limited to the designated area listed on the application except for use of the restrooms closest to the rental space.
- The timeframe listed on your application must include set-up and clean-up time.
- Balances must be paid 15 days prior to the rental date. Unpaid reservations may be forfeited.
- Soliciting, recruiting, and loitering are prohibited in the facilities.
- Use of profane language, illegal drugs, alcoholic beverages, firearms, gambling, chewing tobacco, smoking, open flames, games of chance and exotic entertainment are prohibited.
- Storage of items is not permitted before or after your event.
- Trash must be cleaned and removed from the rented space. Spaces rented must be left in condition they were found.
- Blue painter's tape may be used to hang decorations. Nails, tacks, pins, staples, scotch tape and masking tape are strictly forbidden. Loose glitter and confetti are prohibited.
- Food and drinks are not permitted in the gymnasium or Kid's Corner, only closed water bottles are permitted. \*No chewing gum is permitted in the Community Center.
- Children must be supervised at all times and remain in the rented area. There must be one responsible adult (18+) present for every 6 children under age 18. Kid's Corner rentals are limited to a maximum of 12 Children plus 4 Adults. Child Clearances Affidavit must be completed for Organized Youth Rentals.
- All patrons are expected to respect the facility and the rights of other individuals. Any user who engages in disorderly conduct, including but not limited to, verbal or physical abuse of an employee or any other guest, is subject to immediate removal from the facility without refund.
- On the day of your rental, should your function be terminated due to abuse of policies and procedures, no monies will be refunded. Damages that exceed your security deposit will be billed.
- Community Pass members pay Non-Member Fee for Kid's Corner rentals.
- Renter and participants agree to adhere to all current PA COVID-19 guidelines.

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Signature of Applicant

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Date



## CHILD CLEARANCES AFFIDAVIT

I, \_\_\_\_\_, do hereby state as follows: I am

a/the \_\_\_\_\_ of \_\_\_\_\_, and that this club or organization, and all persons who serve as volunteers, employees, or agents of the same, are fully compliant with the requirements of Pennsylvania General Assembly Act No. 153 of 2014 pertaining to child clearances.

The statements contained in this Affidavit are made subject to the penalties of 18 Pa.C.S.A. §4904 relating to unsworn falsification to authorities.

NAME OF CLUB OR ORGANIZATION: \_\_\_\_\_

Date: \_\_\_\_\_

By:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_