



## Community Center Room/Party Rental Agreement

499 Hopwood road, Collegeville, PA 19426

Phone: 610-933-9179 • Email: [rentalsuptcc@gmail.com](mailto:rentalsuptcc@gmail.com) • Website: [www.GETUPT.org](http://www.GETUPT.org)



Thank you for considering the facilities at Upper Providence Township Community Center. Upper Providence Township residents take great pride in their parks and recreation facilities, so it is the intention of the Recreation Department to protect their investment and to maintain these facilities in a safe and attractive manner. Should you have any questions please contact Parks and Recreation at 610-933-9179 for assistance. Office hours are 7:30 a.m. - 4:00 p.m. Monday – Thursday and 7:30 a.m. - 12:30 p.m. on Friday.

**Please read ALL information, including the Rules and Regulations. Incorrectly completed applications, or those not received in time, can lead to you losing your rental date(s).** All rental applications will be processed on a first come first served basis; we cannot hold dates. All completed paperwork and fees must be received 21 days prior to first rental date. Your reservation is only guaranteed when all necessary paperwork and fees are received and approved by the Parks & Recreation Department. You will receive an email with your permit attached, if approved.

Along with the application, **please provide two separate checks payable to Upper Providence Township: one for the Security Deposit and the second check for the 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 the facility is noted and rules and regulations are adhered to. Damages that exceed your security deposit will be billed. **To ensure the refund of your security deposit, please follow all rules and regulations, and return your Renter's Checklist no later than 5 days after your rental/last day of rentals.**

After you have completed the application, **please return it to Parks and Recreation Rentals**, for processing. Our address is:

Upper Providence Township  
1286 Black Rock Rd.  
Phoenixville, PA 19460

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. Please be sure to have your permit with you on the day of the event.

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.

Please see UPT Ordinance §209-4 C regarding fund-raising, profitmaking or commercial activities at Township Parks and Facilities.

Thank you for choosing Upper Providence Township Community Center for your event. We hope you and your group enjoy your time at our facilities.

Sincerely,

*Sue Hoffman*

Sue Hoffman,  
Director of Parks and Recreation  
Upper Providence Township



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

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

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

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

Rental Date(s): \_\_\_\_\_ **If multiple/recurring dates, use next page.**

Purpose (check all that apply): Practice \_\_\_ Games \_\_\_ Other \_\_\_\_\_

Rental Start Time: \_\_\_\_\_ Rental End Time: \_\_\_\_\_ Anticipated attendance: \_\_\_\_\_

**\*Note: Set up, event, and clean up all must occur within specified/approved rental time.**

Rental (check one): MPR \_\_\_ or SILO \_\_\_ Group (check one): Member \_\_\_ or Non-member \_\_\_

Security Deposit Check will be shredded after your event if all conditions have been met unless you indicate that the check needs to be returned to you by initialing this box ☐

## RENTAL RATES

FACILITY/ROOM	FEE per HOUR MONDAY-FRIDAY		FEE per HOUR SATURDAY & SUNDAY	
	MEMBER	NON-MEMBER	MEMBER	NON-MEMBER
Multipurpose Room (MPR) Max capacity: 48	\$50	\$60	\$80	\$90
SILO Max capacity: 25	\$50	\$60	\$80	\$90
Add Half Gym	\$40	\$50	\$60	\$70
Add Whole Gym	\$60	\$100	\$80	\$120
Add Rockwall	\$25	\$30	\$55	\$80

## Agreement and Payment Schedule

Your Facility Rental Agreement must be submitted to and approved by the Recreation Coordinator. A refundable security deposit check in the amount of \$100 is due, along with the Rental Fee and **all** paperwork, 21 days prior to the first rental date. Please provide 2 separate checks, one for the security deposit, and one for your rental fee, both made payable to Upper Providence Township.

**Cancellation Policy:** To cancel a reservation, you must call Upper Providence Township Parks & Recreation at 610-933-9179. You may reschedule your canceled rental to another available date or request a refund if available. A cancellation fee of \$25.00 will be charged for events canceled less than 5 business days prior to the event. No refunds will be given for no-shows. Please allow a minimum of 4 to 6 weeks for refund.

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: \_\_\_\_\_

## OFFICE USE ONLY

Date Received:		Rental Fee:	\$	Ck#
Date Permit was sent:		Security Deposit:	\$	Ck#
Date Added to Calendar:		Total:	\$	Invoice #
Date Security Deposit Returned:		Initials for return:		

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



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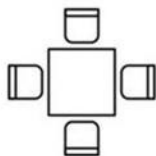
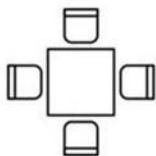
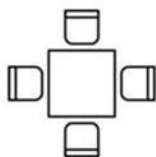
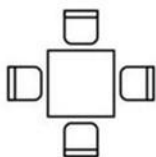
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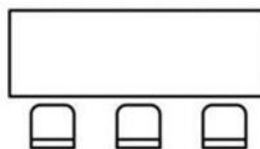
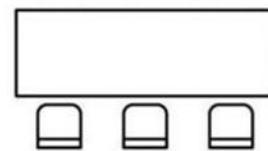
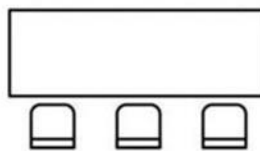
Please indicate how many square and/or rectangular tables (without chairs) that you need for food/gifts/etc.:

only  
If you would like tables with chairs, please choose **only one** of the following arrangements. We will set up enough tables and chairs to accommodate the number of people you indicated will be attending:

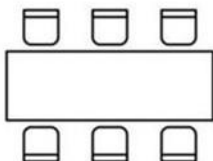
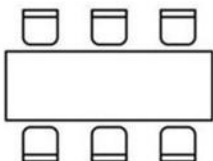
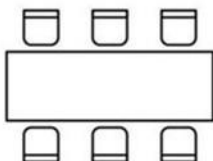
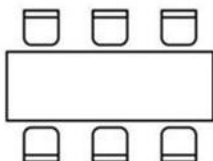
**Breakout Style** \_\_\_\_\_ (Max of 4 tables)



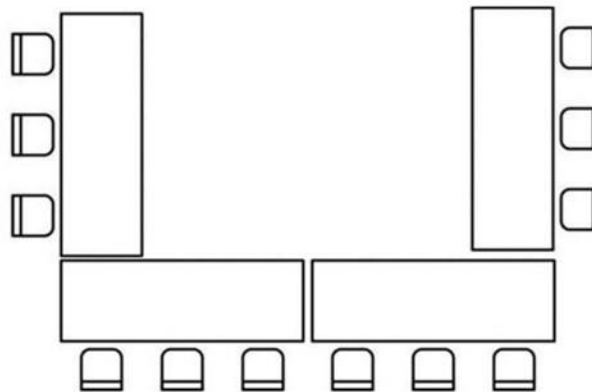
**Classroom Style** \_\_\_\_\_ (Max of 6 tables)



**Dining Style** \_\_\_\_\_ (Max of 6 tables)



**Discussion Style** \_\_\_\_\_ (Max of 6 tables)





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## 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.

Signature of Applicant: \_\_\_\_\_ 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. We require a **minimum** of 21 day' notice prior to rental date.
- Rentals by Organizations must supply a Certificate of Insurance before approval will be granted.
- Child Clearances Affidavit must be completed for Organized Youth Rentals.
- 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.
- If Renter does not arrive at the designated time, staff will leave the premises after 30 minutes. Renter will not receive a refund.
- Storage of items is not permitted before or after your event.
- Trash must be cleaned, removed from the rented space, and taken with you. Spaces rented must be left in condition they were found. Renter is responsible for cleaning the premises by wiping down tables and floors.
- Blue painter's tape may be used to hang decorations. No staples, tacks, pins, or nails may be used to affix decorations. No adhesive tape of any kind can be used on the walls or floor. **Loose glitter and confetti are prohibited.**
- Food preparation is not permitted. Please bring items that are already prepared. No open flame, hot plates, crock pots, etc. are permitted. Use of candles or any type of open flames are strictly forbidden. **No alcohol is permitted.**
- Any additional materials brought to the event, including food and beverages, decorations and miscellaneous materials must be removed at the conclusion of the event. UPTCC is not responsible for items left behind.
- Children must be supervised at all times and remain in the rented area.
- 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.

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



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## CHILD CLEARANCES AFFIDAVIT

I, \_\_\_\_\_, do hereby state as follows:  
(print name)

I am a/the \_\_\_\_\_ of  
(Title/Office held in Organization)

\_\_\_\_\_, and  
(Name of Organization)

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.

Signature \_\_\_\_\_

Date \_\_\_\_\_



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<b>COMMUNITY CENTER RENTER'S CHECKLIST</b>  Return no later than 5 days after rental for security deposit refund, if approved. Failure to do so can result in forfeit of deposit.	Date and Time of Rental _____	
	Name of Renter _____	
All tables and work surfaces must be cleaned and wiped off.		Please initial boxes to confirm that these items have been completed.
Tables and chairs must be folded and put away.		
Floors must be swept, mopped, and free of debris.		
All decorations must be removed.		
All trash cans must be emptied.		
Trash bags must be taken to the dumpster (in back of building). If the dumpster is full, trash must be taken with you.		

**Please complete and return to:**

Upper Providence Township  
Attn: Parks & Recreation Rentals  
1286 Black Rock Rd.  
Phoenixville, PA 19460

**Or email to:** [rentalsuptcc@gmail.com](mailto:rentalsuptcc@gmail.com)