



Upper Providence Township Recreation Rental Agreement

1286 Black Rock Road, Phoenixville, PA 19460

Phone: 610-933-9179 • Email: rentalsuptcc@gmail.com • Website: www.uprov-montco.org



Ball Fields, Ball Courts, Dek Hockey Rink, Skate Park & Camps/Clinics Rentals

Thank you for considering the fields/facilities at Upper Providence Township. 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. Township 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. **To ensure a refund of your security deposit, please follow all rules and regulations.**

Security Deposits: Deposits are \$75 per facility, except for the Skate Park. Deposits for the Skate Park are \$300. Deposits will not be refunded if any damage to the facility is incurred during your rental period. Damages that exceed your security deposit will be billed.

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(s) 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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Contact Name: _____

Organization (if applicable): _____

Address: _____

Phone: _____ Email: _____

Type of Event: _____ Number attending: _____

Date AND Time of Event: _____

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

ALL Facilities are OUTDOORS. ALL Rentals are for a one-time use of 2 hours (unless for camp/clinic).

Facilities at BLACK ROCK PARK	Fee/Security Deposit	Check One
Basketball Courts	\$75/\$75	
Tennis Courts	\$75/\$75	
Ball Field #1	\$75/\$75	
Ball Field #2	\$75/\$75	
Ball Field #3	\$75/\$75	
Skate Park	\$300/\$300	

Facilities at ANDERSON FARM PARK	Fee/Security Deposit	Check One
Basketball Courts	\$75/\$75	
Soccer Field #1	\$75/\$75	
Soccer Field #2	\$75/\$75	
Ball Field #1	\$75/\$75	
Ball Field #2	\$75/\$75	
Dek Hockey Rink	\$75/\$75	

Facilities at MACFARLAN PARK	Fee/Security Deposit	Check One
Ball Field #1	\$75/\$75	
Ball Field #2	\$75/\$75	
Ball Field #3	\$75/\$75	

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 specified amount 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: _____

OFFICIAL 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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Park Rules and Regulations

1. No person or persons without a special permit shall be allowed in the park lands except between the hours of **sunrise** and **sunset**.
2. Anyone wishing to reserve a park facility shall apply for a permit prior to occupancy. Application for a permit must be made at least fourteen (14) business days before the time the party desires to occupy the park. Scheduled permit fees, as established by the Township, must be paid.
3. Possession or use of alcoholic beverages and/or illegal or controlled substances or being manifestly under the influence of alcohol or drugs will not be tolerated and is punishable by law.
4. Open fires, portable stoves or similar devices for cooking are not allowed. Permits for the provided grills may be obtained with a permit for the pavilions.
5. Walking, riding, or exercising of domestic animals or pets is prohibited on athletic fields, except for seeing-eye dogs, when necessary, for permitted user.
6. All types of motorized vehicles (ATV, Scooter, motorcycle) are prohibited in any of the Parks or Open Spaces.
7. Driving or parking of any motor vehicles on fields or any grassy area is strictly prohibited. This includes driving on fields to drop off equipment.
8. Bicycles/skateboards/scooters on walking trails, ball fields, playgrounds, basketball courts and tennis courts are prohibited, except in public parking areas or designated areas.
9. Roller skates, rollerblades, ice skates, skateboards, scooters, tricycles, big wheels, sleds, skis, toboggans, are prohibited. Wheelchairs, strollers, or baby carriages are permitted. Playing or practicing golf anywhere in the parks, playgrounds or open space areas is prohibited.
10. Permit holders are required to have a copy of their permit with them at the facility permitted.
11. Park users are required to observe all other regulations as listed in the Upper Providence Township Ordinances.
12. Any infringement of the rules could jeopardize the use of or future use of facilities.
13. The Upper Providence Police Department (610-489-9332) has the right to enforce all permits and park rules.
14. Please report immediately any suspicious activity or vandalism to the Upper Providence Police Department.
15. Deposits will not be refunded if any damage to the facility is incurred during your rental period. Damages that exceed your security deposit will be billed.
16. It shall be unlawful for private individuals or groups to engage in fund-raising, profit making or commercial activities in any Township Park without a permit, which permits will only be issued to community-based organizations for an activity co-sponsored by the Township and subject to restrictions and conditions which may be imposed. § 120-5. Group permits. Permits for the use of parks by groups of five persons or more desiring to engage in organized games, for the use of picnic tables, or for any other special purpose, shall be issued by the Parks & Recreation Department upon application therefore, which application shall be submitted to the Recreation Department at least 14 days before the applicant intends to use the park.

I have read and understand the rules and regulations and agree to abide by them. I acknowledge that if I violate any of the rules or regulations that pertain to my Facility User Request, I may forfeit my security deposit.

Print Name: _____

Signature: _____

Date: _____



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RELEASE FORM

I, the renter, _____ do hereby release from any and all forms of liability whatsoever all officials, employees and persons associated with Upper Providence Township, from any and all accidents and/or injuries sustained by children/participants registered with our organization while engaged in any and all activities on Township-owned property.

I (we) also hereby agree to indemnify any and all of the above-mentioned individuals from any and all losses suffered by virtue of any and all suit started, or judgment obtained on behalf of any children/participants registered with our organization arising out of any and all sickness/injury sustained in regard to participation in our program while on Township property.

I (we) hereby certify that our organization has obtained all appropriate and necessary releases from parents of children/participants in our program dealing with emergency treatment and medical/hospitalization insurance.

This release and indemnity agreement is executed with full knowledge and understanding and with the intention that I (we) shall be legally bound thereby.

Name: _____

Signature: _____

Date Signed: _____



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CHILD CLEARANCES AFFIDAVIT & REWGISTRATION FORM

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

I am a/the _____ of _____, and
(Title/Office held in organization)
(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.

Please read and initial all statements below:

_____ I am aware of and will submit a release form with a completed application for field use prior to first practice or any events.

_____ I am aware of and will submit a copy of our organization's Certificate of Liability, naming Upper Providence Township as additionally insured, with my application for field use prior to first practice or any events.

_____ I am the point of contact for our organization and will relay all information to the appropriate people in our organization. I am aware that the Township only allows 1 point of contact per organization.

_____ I understand that all Township functions and Special Events take precedent over my practice and game schedule. The Township will do its best to notify renters in advance of any scheduled conflicts. However, I am aware that sometimes advance notice is not possible and agree to forfeit the fields as required.

Signature: _____

Date: _____