

LOWER PROVIDENCE TOWNSHIP • DEPARTMENT OF PARKS & RECREATION

100 PARKLANE DRIVE • EAGLEVILLE, PA 19403

PHONE: (610) 635-3543 • FAX: (610) 539-6347

www.lowerprovidence.org

FACILITIES RENTAL REQUEST FORM

This form represents a REQUEST to Lower Providence Township Parks & Recreation Department from the stated organization through its authorized representative.

APPROVAL BY THE PARKS AND RECREATION DEPARTMENT WILL NOT BE GIVEN UNTIL PAYMENT (security deposit & rental fee, if applicable) AND PROOF OF INSURANCE COVERAGE HAS BEEN RECEIVED. Checks must be made payable to "Lower Providence Township".

Applicant Name: _____

Organization: _____

Address: _____ City: _____

State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Please check the facility that is requested:

- Eagleville Park - Gaugler Field
- Eagleville Park - Multipurpose Field
- Eskie Park Field 1
- Redtail Baseball Field
- Eagleville Park - Pavilion (1/2 day)
- ARA Field # _____
- Eskie Park Field 2
- Redtail Multipurpose Field
- Eagleville Park - Pavilion (Full day)
- Eskie Park Pavilion (1/2 day)
- Evansburg Point Park Game Field
- Level Rd. School House
- Eagleville Park - Bocce Court
- Eskie Park Pavilion (Full day)
- Evansburg Point Park MP Field
- Gabriel Field

OTHER _____

Rental Date: _____ Time: _____ - _____ Estimated Attendance #: _____

1/2 day pavilion rentals - 4 hrs between (9:00am - 2:00pm or 3:30pm - dusk)

For rentals of more than one (1) day ...PLEASE attach a list of ALL Dates / Days / Times requested.

By signing below, I (we) duly elected officer(s) or duly appointed committee of the above said organization, certify that our organization agrees:

- To assume all risks in connection with the use of the facilities requested above and to hereby release, absolve, indemnify and hold harmless the Township of Lower Providence and its employees in connection with the use of these facilities
- That the responsibility for carrying appropriate medical plans, including hospitalization, lies with our organization an/or participants, since the Township of Lower Providence does not carry such insurance
- To adhere to the Rules and Regulations for Parks and Recreation facilities, a copy of which has been received
- To notify the Township of Lower Providence in writing within 24 hours of any hazardous conditions which exists
- That a Security Deposit is required and will be returned upon completion of facility inspection pending that no damages were observed

Security Deposit Amount: _____ ♦ Check - #: _____ ♦ Cash - check here: _____

* Recommended payment method for security deposit is Credit Card

♦ Credit Card - circle: **Visa** or **MasterCard**

Card #: _____

Expiration Date: _____ CVV2 #: _____

Rental Fee(s) Amount: _____ ♦ Check - #: _____ ♦ Cash - check here: _____

♦ Credit Card - circle: **Visa** or **MasterCard**

Card #: _____

Expiration Date: _____ CVV2 #: _____

Applicant Signature: _____ Date: _____

Authorized Signature - Parks Dept.: _____

Date: _____

Signature indicates only that P & R Department received a request. Rental Requests are not to be considered approved until Facility Usage Permit is issued.

For Department Use Only

I hereby certify that an inspection was conducted on the premises. The condition of the premises was as follows:

NO DAMAGES WERE OBSERVED (initial) _____

THE FOLLOWING DAMAGES WERE OBSERVED: _____

Damages Observed By _____ Date _____

Parks Dept Use Only:
Amount of Fee(s) Returned: _____ Method of Refund: _____ Date: _____ Initials: _____



Lower Providence Township

Department of Parks and Recreation

The Lower Providence Township Parks & Recreation Department invites you to reserve covered picnic pavilion areas, meeting rooms and athletic fields in the township.

FACILITY RENTAL INFORMATION

- Audubon Recreation Fields Eagleville Park - Gaugler Field
- Eagleville Park - Pavilion
- Eagleville Park - Tennis Courts
- Eagleville Park - Basketball Court
- Eagleville Park - Bocce Court
- Eagleville Park - Multipurpose Field
- Eskie Park - Pavilion
- Eskie Park - Baseball Field
- Eskie Park - Basketball Court
- Evansburg Point Park – Multipurpose Fields
- Gabriel Field - Multipurpose Field
- Hoy Park
- Level Road School House (max. capacity 50)
- Redtail Park - Baseball Field
- Redtail Park - Multipurpose Field

AVAILABILITY OF PICNIC PAVILIONS

April – October

Sunday - Saturday

½ day - 4 hours between (9:00am – 2:00pm / 3:30pm – dusk)

Full day (9:00am – dusk)

AVAILABILITY OF COURTS

April – October

Sunday - Saturday

9am – dusk

AVAILABILITY OF FIELDS

March – November

Sunday - Saturday

9am - dusk

AVAILABILITY OF LEVEL ROAD SCHOOL HOUSE

January – December

Sunday - Saturday

8am - 10pm

Availability dependent upon the Lower Providence Township Parks & Recreation program schedule



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FACILITY RENTAL RULES AND REGULATIONS

Availability: You must call **(610) 635-3543** to confirm the availability of the date and facility you would like to reserve before submitting your forms and fee(s). *Reservations must be made at least seven (7) days in advance of the date requested.*

Payment: Payment (security deposit, and rental fee - if applicable) is due at the time of reservation along with a completed facility rental agreement forms and proof of insurance. **NOTE:** If paying by check, a separate check must be written for each fee and made payable to: "Lower Providence Township".

Liability Insurance Requirements: If you are required to provide proof of insurance, please submit a copy of a homeowner, condo or tenants policy with a minimum of \$100,000 liability if you are an individual. Leagues and/or businesses shall provide a certificate of insurance in the amount of \$1,000,000 / \$3,000,000 bodily liability, \$1,000,000 property damage. Lower Providence Township shall be listed as an additional insured.

Liability Insurance Requirements for Vendors: All private contractors, which include but are not limited to; moon walks, dunk tanks, tethered hot air balloon rides, tent rentals, etc., must provide evidence certifying insurance coverage in the amount of \$1,000,000 combined single limit liability insurance policy naming "Lower Providence Township, its Elected Officials, Employees, and Volunteers" as Additional Insured to said policy. The minimum coverage is \$1,000,000 policy as directed by the Township's attorney.

NOTE: The following activities will not necessitate an insurance certificate:

*Disc Jockey *Bands *Entertainers *Caterers

Cancellations: There will be **NO** refunds given for a facility rental unless cancellation is given **IN WRITING 7 DAYS PRIOR TO THE RESERVATION DATE.**

NOTE: Cancellations are subject to a fee of 50% of the rental cost. (not to exceed \$60.00)

This fee will be deducted from the security deposit if no rental fee was paid.

Rainouts: If weather conditions (at the park) prohibit use of the facility, you must notify the Parks Department by phone at (610) 635-3543, prior to your scheduled time on the day of your event.

In the case of a rainout:

- You are entitled to reschedule your rental to an available date during the current year.
- Or -
- The rental fee may be refunded to the applicant. **NOTE:** Partial use = NO REFUND

Alcoholic Beverages: Alcoholic Beverages are PROHIBITED in all parks and facilities. These beverages may not be sold, possessed, distributed or consumed under any circumstances. Individuals and groups violating this ordinance are subject to citation and fines.

Smoking: smoking is PROHIBITED in the Level Road School House and within fifty (50) feet of any athletic field, or play structure.

Parking: Vehicles shall not park or drive along the walking paths in the parks. Vehicles must park in designated lots marked for parking purposes only.

Use Of Surrounding Facilities: A pavilion permit does **NOT** reserve or entitle the group to utilize or reserve the surrounding facilities. The group may use the fields, courts, play structures, etc. if available.

Requesting Keys For Indoor Facilities: Keys may be picked up the day of, or day before rental, depending on the date requested. Keys are only available Monday through Friday 8:30am - to 3:30pm at the Administration Building, located in the Township Complex. Please note all weekend rentals require facility keys to be picked up by 3:30pm on Friday. Keys must be returned within 5 business days after rental use or the security deposit will be forfeited.



Lower Providence Township

Department of Parks and Recreation

RENTAL RATES

Park Pavilions

	<u>½ Day (4hrs)</u>	<u>Full Day</u>	<u>Security Deposit</u>
Resident/ Resident Org.	\$40	\$60	\$100
Non-Resident/ Non-Res. Org.	\$80	\$120	\$100

Level Road School House

	<u>Fee</u>	<u>Security Deposit</u>
Resident/ Resident Organization	\$50 (1 st 4 hrs) \$10 / additional hr	\$100
Non-Resident/ Non-Res. Org.	\$100 (1 st 4 hrs) \$20 / additional hr	\$100

Ball Fields / Multipurpose Fields / Bocce Courts

	1 Game/Practice (2 hours)	1 Game/Practice per week (13 weeks)	2 Game/Practice per week (13 weeks)	<u>Security Deposit</u>
Resident/ Resident Org.	\$30	\$175	\$300	\$500
Non-Resident/ Non Res. Org.	\$60	\$390	\$780	\$500

Request of 3 or more games per week will be based on 2 games per week fee.

Tennis / Basketball

	<u>Fee</u>	<u>Security Deposit</u>
Resident/ Resident Org.	\$ 5.00 / 1 ½ hr / court	\$100
Non-Resident/ Non-Res. Org.	\$10.00/ 1 ½ hr / court	\$100

* If a reciprocal facility use agreement is in place between a private school / organization and the Township, fees may be reduced or waived.*

The option to waive or reduce fees shall be determined by the Township Manager or his / her designee.

NOTE: Resident group rates apply only if the group is based in Lower Providence Township. Otherwise, the Township reserves the right to request proof of group roster (name & address) to verify the alternative “resident group” status which consists of a team roster representing that at least 50% of the organizations participants reside in Lower Providence Township. **Otherwise**, Non-Resident rates will apply to the group rental.

Example: 1.) If a Township resident submits an application for a church, school or business that is not located in the Township, it will be assigned a non-Township classification and charged a Non Resident fee. 2.) If an athletic organization, based outside Lower Providence Township submits an application, that organization will be charged a Non Resident fee unless able to provide proof in the form of a roster confirming that at least half the participants reside in LP Township.

For Additional Info Contact:

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