



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: _____

Date (s) Requested: _____

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
 - Kid’s Corner – Available on Monday & Friday 10:00am-11:30am and 12:00pm-1:30pm
Tuesday & Thursday 1:00pm-2:30pm and 3:00pm-4:30pm
Non-Member Fee - \$50 per Time Slot
Community Center Full Member Fee - \$40 per Time Slot

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 **non-refundable** deposit of 50% of the rental fee is due at the time of booking. The remaining balance is due 30 days prior to the rental date. For reservations made less than 30 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: _____

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 age twenty-one (21) and older are eligible to contract for the use of Community Center Facilities.
- Gym rentals may only occur during hours that Community Center is closed to the public.
- Kid's Corner rentals may only occur during hours listed on Community Center Rental Agreement page 1.
- Events with vendors 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 50% non-refundable deposit, and receive approval from the Community Center Manager.
- The application or receipt indicates 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 30 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.
- 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 event, should your function be terminated due to abuse of policies and procedures, no monies will be refunded.
- 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.

Signature of Applicant

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: _____