



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

Borough of Pottstown Parks and Recreation Facility and Equipment Rental Agreement

1. The use of park facilities and equipment under the jurisdiction of the **Borough of Pottstown Parks and Recreation Department** (PPRD) shall be governed by the following rules and regulations and the attached **Borough of Pottstown Parks and Recreation Department Schedule of Fees** (Fee Schedule).
2. Every organization and individual contracting a facility or equipment rental and/or services with the PPRD shall sign the **Pottstown Parks and Recreation Facility and Equipment Rental Form** (Rental Form) referencing these terms and conditions and pay the specified deposit at the time of signing.
3. Reservations are not confirmed until PPRD receives the signed rental agreement form and a \$25 non-refundable deposit; for rentals in excess of \$300 a 10% non-refundable deposit is required.
4. All fees as indicated by the rental agreement are due in-full two weeks prior to the date of the rental. Failure to pay the balance by the specified date will result in the forfeiture of the reservation(s). No refund will be issued. Failure to pay fees as indicated will result in the charges being turned over to a third-party collection agency.
5. Exclusive use of property shall be limited to properties listed in the Fee Schedule. Public-access parks not listed on the rental form are not available for exclusive use by rental groups.
6. Any group participating in an organized sport, activity, or event within the Pottstown Parks system for which fees, dues, or donations are collected or any organized sport, activity, or event with attendance in excess of 20 persons is required to complete the Rental Form and adhere to all terms and conditions set forth in this policy.
7. All park and equipment rentals will be made available on a first come- first serve basis subject first to the needs of PPRD programs. Annual events will **not** be given first priority with respect to reservations: It is the responsibility of the organizing party of the special event to reserve the park in advance of event planning. It is recommended that arrangements for future events are made with as much notice as possible; however, PPRD will not accept reservations in advance of 18 months.
8. Pottstown Parks and Recreation reserves the rights to cancel any reservations with 24 hours' notice. If PPRD does cancel a reservation for reasons other than a violation on the part of the renter or failure to pay required fees, arrangements for a refund of the associated payments will be made.

9. Pavilion rentals at Riverfront Park, Chestnut Street Park, Terrace Lane Park and Memorial Park will be rented at a per day rate regardless of the duration of event. Rates will not be pro-rated if a shorter amount of time is required or utilized.
10. No PPRD property shall be removed from the park premises without PPRD authorization.
11. No property shall be used for any purpose in conflict with the mission of the Borough of Pottstown and the Parks and Recreation Department.
12. Use or consumption of alcoholic beverages, illegal substances, gambling, destructive behavior, and physical violence, are strictly prohibited on park properties. Such conduct will be reported to the police. Violators are subject to immediate removal. No refund of rental fees will be issued.
13. The use of fireworks is not permitted in any parks without obtaining a permit approved by the Borough of Pottstown Fire Marshal and the permission of the Pottstown Parks and Recreation Department and Pottstown Borough Council.
14. No changes, alterations, or damages will be made to any parks properties or equipment without the approval of the PPRD. Charges as determined by the Parks and Recreation Administrative Staff for any damages or alterations will be billed to the person or organization assuming responsibility for the Rental Agreement.
15. If a rental or park event requires a PPRD employee to be on duty beyond the terms of equipment delivery or providing access to utilities and amenities as contracted, charges as indicated in the Schedule of Fees apply.
16. In the event that Police protection for an event associated with a rental is required, the cost shall be paid by the sponsoring organization renting the property. It is the responsibility of the sponsoring organization to make arrangements with the Pottstown Police Department.
17. In the event that Fire Police are required for an event associated with a rental, the cost shall be paid by the sponsoring organization renting the facility. It is the responsibility of the sponsoring organization to make arrangements with the Pottstown Police Department.
18. For organized events held in the parks, it is required that toilet facilities be provided at a ratio of 1 facility: 75 patrons. Some toilet facilities are provided at select parks: Contact PPRD for details. Organizations sponsoring events requiring additional toilet units are responsible for making all of the necessary arrangements to secure, insure, and finance additional toilet units.
19. All organizations/individuals hosting events in the parks expecting to generate refuse in excess of the amount that can fit in the receptacles provided must secure the services of a waste removal company. This includes obtaining the services of a waste removal company to install a dumpster of adequate size and to secure a hauling contract at the expense of the individual/organization renting the park facilities. Individuals and organizations are required to assist in efforts to gather and collect all displaced and mishandled trash associated with their park rental. It is prohibited for anyone to scatter, dump, or leave litter in any portion of a park, except in the receptacles provided.
20. Vending or sale of goods or services in public-access parks is not permitted except with the permission of the PPRD. Rentals that utilize commercial vendors are required to pay fees as indicated in the Schedule of Fees. Vendors must maintain all applicable County, State, or Federal Licenses.
21. Automobiles and other vehicles are prohibited from driving and/or parking in playfield areas and other grassy park areas except by special permission. Damages caused to grassy areas as a

result of unauthorized/inappropriate usage will be billed to the individual/organization accepting financial responsibility for the rental. Repairs may be carried out by a contractor of the PPRD's choosing and billed to the sponsoring organization.

22. The PPRD reserves the right to refuse/deny any application by any individual or organization for a previous history of non-payment or noncompliance with these terms and conditions or other posted park rules.
23. Open burning is not permitted in any parks without an approved permit by the Borough of Pottstown Fire Marshal and the approval of the PPRD. Cooking with the use of charcoal or propane is permitted in designated equipment.
24. The Pottstown parks system is closed from sunset to sunrise. No camping or after-dark activities will be permitted without the permission of the PPRD.
25. Park reservations, services, and amenities are only available 10 AM to 7:30 PM regardless of operating hours as defined by sunrise and sunset unless otherwise authorized by PPRD.
26. Rental permits will be furnished for facility rentals only when all fees are paid. Permits may be presented as proof to Borough of Pottstown authorities as an organization or individual's rights as a renter. Permits are invalid without the signature of the Parks and Recreation Administrative Staff.
27. All organizations and/or individuals running sports activities for league and/or tournament play in the Pottstown parks system must provide the Pottstown Parks and Recreation Department with a valid certificate of insurance naming "Borough of Pottstown" as additional insured. Any event in the park utilizing specialty amusements equipment, such as a moon bounce, must also provide proof of the required insurance.
28. Organizations planning the erection of tents, canopies, or membrane structures with dimensions exceeding 200 square feet must complete all forms and pay all fees as required by The Borough of Pottstown Fire Marshal.
29. No refunds or debt forgiveness will be issued for cancellation or reservation(s) due to weather conditions.
30. Delivery with equipment rental is only available to addresses within 1 mile of the Borough of Pottstown municipal limits.

I _____, the below-signed, have read and understand all of the terms and conditions, items 1 through 30 of the *Borough of Pottstown Parks and Recreation Facility and Equipment Rental Agreement*, here presented. I agree to abide by all terms and conditions set forth here and assume responsibility for all applicable fees set forth in the Borough of Pottstown Parks and Recreation Department Schedule of Fees.

Signature

Date



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

Pottstown Parks and Recreation Facility and Equipment Rental Form

Facility Requested: _____

Date(s): _____ Start Time**: _____ Departure Time** _____

(*Reservations, electrical service, & equipment rentals available 10AM-7:30PM or dusk, **whichever occurs first**)

Sponsoring Organization / Individual: _____

Person Responsible for the Actions of the Group: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Email: _____

Approx. Number of participants: _____ Brief description of event: _____

Utility Contracts: Electric Service Charges \$35 per location as indicated below between 10:00am and 7:30pm unless otherwise noted in Schedule of Fees: (Check all that apply)

Memorial Park options:

- ____ Memorial Park Pavilion
- ____ Memorial Bandstand
- ____ Memorial Gazebo
- ____ Memorial Ball Fields - 1, 2, or 3
- ____ Memorial Park Island (2 access pts.)

Riverfront Park options:

- ____ Rotary Pavilion
- ____ Amphitheater
- ____ SRT Picnic Pavilion

Other locations:

- ____ Chestnut Street Pavilion
- ____ Terrace Lane Pavilion

____ Number of additional commercial vendor connections

Extra Equipment Rentals: (fill in quantity requested where necessary – some minimums apply)

- ____ Tables - \$8.50 ea.
- ____ Chairs - \$2.50 ea.
- ____ 10' x 10' Canopy - \$50 ea. (w/deposit)
- ____ Standard propane Grill - \$75.00
- ____ XL Grill - \$150
- ____ Dunk Tank \$100 (select locations)
- ____ Additional Trash Bins \$5.00 ea.

For a complete list of available equipment, including games and sports equipment, contact Parks and Recreation (610) 970-6608 or (610) 970-6618

I hereby attest that I have read and understand the rules and regulations provided to me in the **Schedule of Fees** and **Pottstown Parks and Recreation Facility and Equipment Rental Agreement** and agree to abide by these policies. I accept full responsibility for my actions and the actions of the group under my charge. I assume full responsibility for any damages to the facilities and equipment that may arise out of my actions or those individuals under my charge. I assume sole financial responsibility for all fees associated with this rental as indicated in the **Borough of Pottstown Parks and Recreation Schedule of Fees**.

I agree to hold harmless the Borough of Pottstown and its Parks and Recreation Department in case of any injuries to members of my group resultant of activities we are running in association with this rental or improper use of park facilities and equipment.

My signature is an acknowledgement of my acceptance and understanding of the rules, regulations, and responsibilities hereto assigned.

Signature: _____ Date: _____

For Office Use Only:

Return Form to:
Borough of Pottstown, P & R Dept.
100 East High Street
Pottstown PA, 19464
Email: pottsparks@pottstown.org

A \$25 (or 10% if rental exceeds \$300) non-refundable deposit is due at the time of booking. Balance due in full two weeks prior to rental date

Revised 11/20178

Borough of Pottstown Parks and Recreation Department Schedule of Fees

<u>Facility Rental</u>	Resident	Nonresident
Memorial Park Ball Field half-day per field 8 AM to 1 PM or 2 PM to park close (seasonal)	\$55	\$65
Memorial Park Ball Field full-day per field	\$125	\$150
Maple St. Park Ball Field half day per field	\$25	\$35
Maple St. Park Ball Field full day per field	\$50	\$60
**Terrace Lane Park Pavilion per day (30 persons or less)	\$75	\$95
**Memorial Park Pavilion Fri-Sun (per day)	\$150	\$175
Memorial Park Pavilion Mon-Thurs (per day)	\$75	\$85
Memorial Park Gazebo (per day)	\$75	\$85
Memorial Park Island Fri-Sun (per day)	\$200	\$250
Memorial Park Island Mon-Thurs (per day)	\$175	\$200
Riverfront Park Rotary Pavilion	\$75	\$100
Riverfront Park 5K Package (per day) *includes Rotary Pavilion w/ elec. & trail usage and the option to close Keystone Blvd parking lot	\$125	\$150
**Riverfront Park SRT Picnic Pavilion Fri-Sun (per day)	\$150	\$175
Riverfront Park SRT Picnic Pavilion Mon-Thurs (per day)	\$75	\$100
Chestnut Street Park (per day)	\$50	\$65
Tennis/Basketball Court: (8hrs)	\$50	\$65
Parking Lot at Trilogy Park (limited availability)	\$50	\$75
Smith Family Plaza	\$25	\$35
General Park Rental (all other parks, per day, limited availability)	\$40	\$50

Definitions:

Resident: An individual or organization who resides in or keeps corporate offices within the Borough of Pottstown as defined by the Pottstown School District tax map.

Nonresident: Any individual or organization who does not reside in or keep corporate offices within the Borough of Pottstown as defined by the Pottstown School District tax map.

Charges will be assessed the same for rentals billed "per day" regardless of the actual amount of time the facility is used or occupied.

** denotes electrical service included in price.

The rental rates identified above are specific to the use of the Pottstown Parks and Recreation facilities. They do not include additional services such as waste removal, portable toilets, and other staffed services. See *Pottstown Parks and Recreation Facility and Equipment Rental Agreement* for full terms and conditions.

Additional Fees & Service Charges and/or Permit Requirements may apply for special events. It is required that you contact the Parks and Recreation Department to discuss requirements for special events for which fees are to be charged or anticipated attendance is in excess of 250 persons.

Miscellaneous Rental and Service Fees:

Event fee for events with 200 or more attendees - \$200 per contract

Event fee for events with 500 or more attendees - \$500 per contract

Reimbursement Rate - Parks Worker I / Parks Worker II: \$65 per hour (1 hour minimum)

Lost Key – Memorial Park Restrooms: \$100

Baseball Field Dragging and Lining: weekday, business hours (7:30 AM to 2:00 PM): \$87 per field
weekend, non-business hours: \$130 per field.

Baseball Field Drying: weekday, business hours (7:30 AM to 2:00 PM): \$50 per field
weekend, non-business hours: \$110 per field.

Electrical Services: \$35 per location

Additional Commercial Electrical Services: \$10 per vendor

Conditional Park Overnight Usage Fees: \$35 per unit, per contract (by special permission only)

Commercial Vendor Event Fee: \$75 per engagement.

*pertains to rentals where commercial sales are conducted on site and/or access to certain park areas is limited for the purpose of charging admission or participation fees.

Cancellation Fee Bus Trips: \$50 per ticket

Cancellation Fee Recreation Course and Park Rentals: \$25 per registration/contract

Late Fee for Summer Program Tuition nonpayment: \$20 per week

Bark Park Fees

Membership Borough Resident: \$15 annually per key

Membership Borough Non Resident: \$20 annually per key

Returned Key Credit: \$5 (applicable with renewal only)

Lost Key: \$35

Hardware Replacement: \$150

Equipment Rentals – All Classes

Large Propane Grill – 24" x 60" w/ fuel: \$150 per day

Propane Grill- 17" x 24" w/ fuel: \$75 per day

Tables (6" rectangular): \$8.50 each per contract (5 table minimum)

Chairs: \$2.50 each per contract (15 chair minimum)

Commercial Canopies (10'x 10'): \$50 per contract w/ \$100 refundable cash deposit per unit

Dunk Tank: \$100 per contract (available at select locations only)

Med. Sound System 375 watt: \$100 per day

Portable PA System –\$50 per day

Lecture Stand: \$25

Sports Equipment: \$15 per package: *inquire at office for complete listing of available equipment

Newsletter Advertising Rates – All Classes

Newsletter is a full-color, quarterly, digital-only publication designed to display at 8.5" x 11"

Quarter Page: \$75

Half Page: \$140

Full Page: \$275