

**West Whiteland Township
Rental Permit Application and Agreement**

Individual/Organization Name: _____

Address: _____

Contact Person: _____ **Phone:** _____

Email: _____ **Fax:** _____

Group Type (Please Check One Box):

- TYPE I: Non-profit organizations, including but not limited to youth and/or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc.*
- TYPE II: Township residents for private use.
- TYPE III: Township-based businesses and their employees.
- TYPE IV: Private businesses providing recreational programming for residents.*
- TYPE V: Requests from non-resident individuals or groups

* Proof of residency may be required. TYPE IV must have a 50% Township-based participant level enrolled in the program.

The individual/organization named above applies to rent the (Please Check One):

- Community Room
- Main Meeting Room (Government Purposes Only)
- Boot Road Park Meeting Room
- Public Works Facility Meeting Room
- Park Gazebo (Please Name Park) _____
- Park Picnic Pavilion (Please Name Park) _____
- Tennis Court (Please Name Park) _____
- Basketball Court (Please Name Park & Court) _____
- Multi-Use Field (Please Name Park & Field) _____
- Volleyball Court (Please Name Park & Court) _____

for the following purpose (Please be specific as to the nature and purpose of the event):

Will food be served? Yes No

Beginning date and time of event: _____

Ending date and time of event: _____

Date and time you would need room(s) in order to set up: _____

Expected Number of Participants: _____

Are Participants Being Charged a Fee? Yes No If "Yes", Fee per participant: \$ _____

AGREEMENT

In consideration of the sum of \$ _____, plus \$ _____ damage deposit, payable in advance, the West Whiteland Township hereby rents the _____ to the above identified party commencing at _____, on _____, and ending at _____, on _____, with the following restrictions:

_____.

Renter hereby agrees to be responsible for compliance with all rules and regulations governing the use of above said Entity facilities (see attached Exhibit A and Exhibit B), and for any and all damage to the building and equipment, and hereby agrees to clean-up the premises and leave it in good order and repair.

The Renter agrees to indemnify and hold harmless West Whiteland Township for any injury or damage to persons or property occurring during, or arising, out of, occupancy and use of said building by the Renter and its guests.

Dated this _____ day of _____, 20__.

West Whiteland Township

By _____

Date _____

Renter _____

Date _____

For Individual:

Name (Please print): _____

For Limited Partnership:

_____, LP

By: _____
General Partner

By: _____
Name (Please print):
Title (Please print):

For Limited Liability Company:

_____, LLC

By: _____
Name (Please print):
Title: Managing Member

For Corporation:

_____, INC.

ATTEST:

Name (Please print):
Title: Secretary

By: _____
Name (Please print):
Title: President

For General Partnership (all partners must sign):

By: _____

Name (Please print):
Title: Partner

By: _____

Name (Please print):
Title: Partner

For Township Use Only

Deposit Type: Cash Check Charge

Date Fob/Key Issued: _____ Issued By: _____

Fob/Key Return Date/Time _____ Accepted By: _____

Facility Return Damage Free? Yes No Checked By: _____

If No, please complete and submit damage report

Facility Returned Clean? Yes No Checked By: _____

If No, please complete and submit damage report

Deposit Return Date: _____ By: _____

Exhibit "A"
WEST WHITELAND TOWNSHIP
MEETING ROOM USE POLICY

West Whiteland residents and Township-based groups or organizations performing educational, recreational, cultural, community, or charitable services or charitable activities may reserve a Township meeting room. Businesses and fee-based activities, services, or events may also reserve a Township meeting room, subject to an alternate fee schedule. Reservations are on a "first come, first served" basis.

There are three (3) rooms available for reservation:

- Township Building Community Room (101 Commerce Dr);
- Public Works Facility Meeting Room (222 North Pottstown Pike); and
- Boot Road Park

Capacity for the Community Room is limited to 30 persons.

Capacity for the Public Works Facility Meeting Room is 80 persons. This room can be subdivided into two (2) separate rooms.

Capacity for Boot Road Park is 20 persons.

The Township Building Main Meeting Room is reserved for the exclusive use by and for Township Boards and Commissions, and for other official government business.

Neither the Community Room nor the Public Works Facility Meeting Room is available on holidays or election days (see attached Township Holiday Schedule).

Fees

"Use Period" is defined as a four (4) hour period between the hours of 9:00 a.m. and 11:00 p.m., any day of the week. The rooms cannot be occupied before 9:00 a.m., and the facility shall be completely vacated by the entity, group, or person(s) no later than 11:00 p.m.

Not-for-Profit Organizations (registered with the IRS)

- Township Building Community Room - free of charge from 9:00 a.m. to 5:00 p.m. Monday thru Friday (excluding Township holidays). All other available days/times, \$50.00 per Use Period.
- Public Works Facility Meeting Room - \$25.00 per Use Period.
- Boot Road Park Meeting Room - \$25.00 per Use Period

Businesses and Fee-Based Activities, Services, or Events.

- Township Building Community Room - \$300.00 per Use Period.
- Public Works Facility Meeting Room - \$200.00 per Use Period.
- Boot Road Park - \$150.00 per Use Period

A \$50.00, refundable, Key and Cleaning Deposit is required. The Deposit shall be paid by cash, check, or credit card. The deposit will be refunded by Township check, and will be processed during the next available Township accounts payable processing period.

Fees must be paid when submitting a permit application (see below).

Refunds of fees are subject to rule #9, below.

Fees are for the room reserved in its "As Is" condition. Any special accommodations, table or chair set-up, lighting systems, audio systems, internet access, telecommunication devices shall require prior written approval by the Township, and shall be at the user group's sole expense. Township personnel shall not be responsible for arranging any room or for providing any furniture other than that already available in the room.

Permit

A permit is required for the use of any room. An individual or group using any room without the required permit is trespassing and will be removed and/or prosecuted at the discretion of the Township.

A copy of the permit application is attached.

Permit applications, and the appropriate fee, must be submitted no later than ten (10) days in advance of the reservation date request.

Permits cannot be obtained for requests more than 120 days from the date of the initial permit application.

The individual requesting the permit, and signing the application, must be a resident lessee, or property owner in West Whiteland Township. Proof of residency/ownership/leasehold will be required (e.g. current driver's license, military ID, Commonwealth issued ID, US passport, current utility bill, property tax bill, or lease agreement, sewer bill).

Permit applications shall be accompanied by the signed Facilities Use Waiver form and, if required by the Township, a certificate of insurance.

The permit is for use of only the room reserved. The permit does not grant the user group the right to use the entire facility, or any undesignated portion thereof.

Issuance of a permit implies no contractual obligation or relationship between the user group and the Township. The Township reserves the right to revoke a permit at any time if it is deemed in the best interest of the Township, and will return in full any fee collected. The Township may revoke a permit at any time, if in the Township's opinion, the user group violates this policy or the use is fraudulent or illegal.

Rules

Rules governing the use of a West Whiteland Township facility shall include, but not be limited to the following:

1. West Whiteland Township Boards' and Commissions' meetings will have precedence over any other use. Such other use may be cancelled if a Township meeting must be scheduled.
2. Smoking is prohibited in all West Whiteland Township Buildings.
3. Possession of alcoholic beverages on Township property is prohibited.
4. There shall be no serving of food or beverages without prior written approval of the Township.

5. Each group or person using the facility shall be financially responsible for any damages caused to the property or contents caused by the members of the user group, persons under its direction and control, or its invitees.
6. Room use shall be for meetings only. No use, which in the judgment of the Township Manager could cause damage to the Township property or disruption of Township operations, shall be permitted.
7. The Meeting Rooms and public rest rooms shall be left as they were found, including appropriate clean-up and relocation of furniture to its original configuration.
8. Groups shall not exceed the occupancy limit for any given area.
9. To cancel a reservation, the Township Administration must be notified 24 hours in advance of the reservation date. Fees will not be refunded if cancellations are made with less than 24 hours' notice. If a reservation needs to be cancelled during a weekend or after Township business hours, a representative of the group must leave a message on the Township's voicemail at 610-696-5266 at least 24 hours in advance.

User Group Responsibilities

1. Determine if the space is safe for the intended use;
2. Conduct and behavior of its members, guests, and invitees; and
3. Enforcement of facility rules among its members, guests, and invitees

Disclaimer

The use by an organization shall not imply that the staff and officials of West Whiteland Township, either directly or indirectly, believe in or subscribe to the philosophy of that organization.

Exhibit "B"

WEST WHITELAND TOWNSHIP

RECREATION FACILITY USE POLICY & FEE SCHEDULE

West Whiteland Township provides facilities at Township parks for the use and enjoyment of the residents of West Whiteland Township. It is the goal of the Township to make the parks and recreation facilities available for use by organizations and individuals for recreational purposes. While the Township parks are open to the public from dawn to dusk, individuals and groups may reserve the use of facilities during the Use Period defined below. Programs and activities of West Whiteland Township will receive priority use of any and all facilities.

A. Reservation Procedures:

1. Parties interested in reserving a park facility must complete the Rental Permit Application and Agreement. Reservations for the Boot Road Park athletic ball field require a separate application form and are subject to separate policies. Requests will be handled on a first come, first serve basis with the following priorities:

TYPE I: Non-profit organizations, including but not limited to youth and/or adult athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic associations, etc.*

TYPE II: Township residents for private use.

TYPE III: Township-based businesses and their employees.

TYPE IV: Private businesses providing recreational programming for residents.*

TYPE V: Requests from non-resident individuals or groups

* Proof of residency may be required. TYPE IV must have a 50% Township-based participant level enrolled in the program.

2. "Use Period" is defined as a two (2) hour period between the hours of 8:00 a.m. and dusk, any day of the week. The rooms cannot be occupied before 8:00 a.m., and the facility shall be completely vacated by the entity, group, or person(s) no later than dusk.
3. Security deposits (where applicable) are fully refunded with the following restrictions: If in the opinion of the Township there has been any damage or misuse of the Township property, or if the facility was used for a purpose other than that specified on the permit, the responsible party or group will be assessed for the cost of repairs (as determined by the Township) plus \$100.00 and the loss of the use of any Township facilities for one full year from the date of the permitted use. The financial liability is not limited by the amount of the security deposit. Any violations of the Park Regulations as enumerated in Section 102 of the West Whiteland Township Code will result in additional penalties as specified in Section 103 of the Code.

FACILITY	TYPE I Non – Profit org., including but not limited to youth and/or athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic assoc. etc.*	TYPE II Township residents for private use.	TYPE III Township-based businesses and their employees	TYPE IV Private businesses providing recreational programming for residents.*	TYPE V Requests from non – resident individuals or groups.
Multi Use Field - Single use (soccer, football etc.)	\$15	\$30	\$50	\$40	\$75
Tennis Courts – 1 court Miller Park	\$10	\$15	\$25	\$20	\$30
Tennis Courts – 1 court Meadowbrook Manor	\$5	\$10	\$25	\$20	\$30
Pavilion	\$10	\$25	\$50	\$60	\$75
Gazebo	\$10	\$25	\$50	\$60	\$75
Basketball Courts	\$10	\$15	\$50	\$25	\$75
Volleyball Courts	\$10	\$15	\$50	\$25	\$75
Boot Road Park Playground Friday-Sunday	\$50	\$75	\$150	\$100	\$200

*Proof of residency may be required. Type IV must have a 50% Township-based participant level enrolled in the program.

Athletic Fields	TYPE I Non – Profit org., including but not limited to youth and/or athletic leagues, girl scouts and boy scouts, church groups, service clubs, civic assoc. etc.*	TYPE II Township residents for private use.	TYPE III Township-based businesses and their employees	TYPE IV Private businesses providing recreational programming for residents.*	TYPE V Requests from non – resident individuals or groups.	SECURITY DEPOSIT
Boot Road Park So.						
Ball Fields (see separate ball field policy and application)						
Single Use*						
60 ft. field	\$30	\$60	\$75	\$60	\$100	
90 ft. field	\$45	\$90	\$115	\$90	\$150	
60 ft. Ball Field						
Seasonal (13 weeks)						
1 use*/per week	\$350	N/A	\$825	\$700	N/A	\$500
2 uses/per week	\$500		N/A	N/A		
90 ft. Ball Field						
Seasonal (13 weeks)						
1 use*/per week	\$525	N/A	\$1250	\$1050	N/A	\$500
2 uses/ per week	\$750	N/A	N/A	N/A	N/A	

* Single Use – 2.5 hour increments, usage may not be split

PARKS AND OPEN SPACE RULES AND REGULATIONS

1. **Hours** - The parks shall be open between the hours of sunrise and sunset. At sunset, all activities in the parks shall cease and all persons in the parks shall leave as soon as possible (except for those activities specially permitted by the Township).
2. **Facilities** - The reserved use of Township parks such as recreation fields and other facilities by organized groups or individuals shall be scheduled at the discretion of the Township, a permit shall be issued specifying the date, time and location of the use and such use shall be subject to any conditions that may be imposed there under.
3. **Alcoholic Beverages** - No individual or group shall possess or consume any alcoholic and/or intoxicating beverages in any park unless specifically granted permission by the Board of Supervisors.
4. **Personal Conduct** – No individual or group shall engage in improper conduct within the parks so as to annoy or risk injury to any other person using the parks or occupying adjacent property.
5. **Disposal of Waste** - All waste and garbage shall be disposed of in receptacles designated for this purpose. The burning of trash or garbage is prohibited. It is unlawful to transport trash, garbage or any other matter to any park for the purpose of disposal.
6. **Township Property** - No person shall damage, deface, destroy or remove any park property, including but not limited to: signs, structures, equipment, natural growth or other material.
7. **Motor Vehicles** –No person shall operate, stop or park any motor vehicle except on park roads, parking areas or other areas so designated for such use. Nor shall any person operate any motor vehicle in a reckless or negligent manner, in excess of the posted speed limit, or in such a manner as to become a nuisance to other park users or persons occupying adjacent property
8. **Firearms** - No person other than an officer of the law shall carry any firearm within the limits of the parks.
9. **Building of Fires** - No person shall set or maintain any fire in the parks except in stoves or grills or fireplaces maintained for the purpose and located by authority of the Township.
10. **Pets/Animals** - Pets/animals are not allowed in the parks.
11. **Notices** - No person shall deface or destroy any notice, or sign posted at any place within the parks or open space areas by authority of the Township, nor shall any person post any notice or placard at any place within the parks other than by authority of the Township.
12. **Dangerous Athletic Equipment** - No person shall use javelins, arrows, discus or similar athletic equipment dangerous in character unless the use has been expressly permitted by the Township. The use of baseballs (hardball) is limited to developed ball fields.
13. **Sound Equipment** - No person shall use any sound amplification equipment in a Township park.
14. **Explosives and Fireworks** - No person shall have in his/her possession or ignite any fireworks (fireworks shall be defined by the National Fire Protection Association standards).
15. **Golf** - The playing or practicing of golf is prohibited.
16. **Skateboards** - The use of skateboards is prohibited.
17. **All terrain vehicles** (ATV's), mini-bikes, dirt bikes, trailers, and commercial vehicles (except those making deliveries) are prohibited.
18. **Boot Road Park** – Ball fields located in Boot Road Park are for baseball and softball use only.