



SPRINGFIELD TOWNSHIP
1510 PAPER MILL ROAD
WYNDMOOR, PA 19038
(215) 836-7600

APPLICATION AND PERMIT FOR USE OF BUILDINGS AND GROUNDS

Name of Organization: \_\_\_\_\_

Building or Property Desired: \_\_\_\_\_ Rooms or Areas: \_\_\_\_\_

Date(s) Desired: \_\_\_\_\_

Earliest time needed: \_\_\_\_\_ Time last person will leave: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Equipment to be brought on site by applicant: \_\_\_\_\_

Specific purpose of use: \_\_\_\_\_

Will an admission fee be charged? \_\_\_\_\_ Amount of Admission to be charged: \_\_\_\_\_

Is membership of your organization limited to Springfield Township? \_\_\_\_\_

List the name, address and phone number of at least one, preferably two responsible officials of your organization who will be present when the facilities requested are being used by your organization and who will accept responsibility for adherence to Township regulations.

Name Address Phone (home/office)

Name Address Phone (home/office)

The undersigned applicant agrees to be personally responsible:

- (1) For the observance of all regulations, and for the protection of the property. No smoking is permitted in buildings.
(2) For the observance of fire and police regulations.
(3) For payment to restore buildings, equipment grounds damaged during use by this organization.
(4) For payment of fees and rentals which may be changed by the Township.
(5) For informing the organization which he represents that permission may be cancelled if the facilities are required for Township purposes or if the facilities are requested by another organization when the facilities are reserved for more than one night in the same month.
(6) For obtaining, reading, and disseminating all regulations concerning use of buildings and grounds to all persons associated with the organization which will use Springfield Township buildings/grounds/facilities.
(7) We do release Springfield Twp. from any and all claims or causes of actions in law and equity arising from our activities listed above.
(8) We also agree to indemnify and hold harmless Springfield Twp. from any and all actions arising out of our use of Springfield Twp. property.

Date of Application

Signature of Application

Home Phone of Application

Printed Name of Application

Office Phone of Application

Relationship of Application to organization

Township Approval

Home address of Application

**RULES AND REGULATIONS FOR USE OF BUILDINGS AND GROUNDS**  
**SPRINGFIELD TOWNSHIP, MONTGOMERY COUNTY, PENNSYLVANIA**

1. **FEE USE:** Free use of buildings and grounds shall be granted to Township Agencies and Township Organizations if the activity is free and public attendance is unrestricted. Parent-Teacher Associations and Township Agencies shall be exempt from all rental fees. A charge for other services if provide may be assessed.

2. **ELIGIBILITY:** Permits for use of facilities will be issued only to organizations with membership limited to residents of Springfield Township or composed predominantly of Springfield Township residents. Organizations may be required to submit to the Township a membership list of the organization to determine eligibility.

3. **RENTAL FEES:** Fees will be charged for use of facilities when the requesting organization or group does not qualify for free use. The fees do not include amounts charged when personnel are required on site. Designated employees must be present whenever special equipment is to be used, and an additional fee for the services of these employees will be charged.

4. **CUSTODIAL SERVICES:** A charge shall be made for custodial services when custodians are not on regular duty or when additional custodians are deemed necessary.

5. **PARKING REGULATIONS:** parking is permitted only on parking lots. Traffic control may be required at the expense of the organization using the facilities at the applicable rate of special detailed police services.

6. **INSURANCE:** Any organization which sponsors athletic events or physical activities or which charges admission fees shall carry liability insurance. Such insurance shall provide public liability and bodily injury protection in the amount of \$1,000,000 combined single limited coverage, and must name **Springfield Township** as an additional insured.

7. **COMPLETE RULES:** A complete set of the rules and regulations for the use of facilities may be obtained at the Township Building. Permit holders are responsible for all rules and regulations pertaining to the use of the Township Facility.

8. **ENFORCEMENT OF RULES:** Springfield Township Police Department is the department responsible for enforcing all rules and regulations.