



This application is intended for organizers of public and private events and/or gatherings on Township property that does not directly benefit Springfield Township and/or its affiliated organizations.

Arrangements for your event/gathering should not be made until you have received permit approval from the Springfield Township Parks and Recreation Department. Return the completed application to the Parks and Recreation Department along with payment and all other required documentation.

Permitted Uses

Springfield Township reserves the right to limit the use of its facility when an activity that is deemed dangerous or may interfere with Township operations, special Township meetings, or Township or community programs or events. Recreation Center A and B are not to be used for indoor sports that could damage the drywall.

Facilities Available for Use - Maximum Occupancy 275 Persons per Building

This permit does not entitle the permit holder exclusive use of park and/or the playground at Laurel Beech Park. The following facilities are available within the Springfield Township Community Center Complex:

GYMNASIUM (REC A)	MULTI-USE BUILDING (REC B)
Includes use of the stage area, basketball court and kitchen. The kitchen contains a refrigerator, microwave and sink.	Includes use of the carpeted front room, carpeted main event area, sink in front of building and small office with a refrigerator in rear of building.

Permitted Uses

Springfield Township Parks and Recreation oversees the scheduling of all Township owned facilities. The Springfield School District is a separate entity and is not affiliated with Township owned facilities. Springfield Township Parks and Recreation reserves the right to refuse and limit the use of its facilities.

Permit Application Process

Step 1: Completing this agreement serves as a request until it is approved by the Springfield Township Parks and Recreation staff. Requests must be received 21 days prior to permit date requested. No deposit or payment is due with the request form. Submitting a request is NOT a guarantee of availability or approval.

Step 2: Springfield Township Parks and Recreation staff will notify applicant of request approval. Failure to submit payment by date requested will make the request null and void. All requests are processed as identified in the Eligibility Priorities. Requests will be reviewed based on Springfield Township Parks and Recreation policy, facility and staff availability. Springfield Township Parks and Recreation reserves the right to deny any permit which is deemed inappropriate.

Step 3: Applications will be accepted on a rolling basis. In the event multiple requests are received, applications will be reviewed simultaneously.

Hours of Use

Event set-up and break-down must be completed within the below hours:

- Monday through Sunday 8:30 am to 10:00 pm
- The Community Center must be emptied and doors locked at 10:00 PM

Supervision

A Site Supervisor must be on duty during all rentals. The building will not be open without a Springfield Township Recreation Facility Attendant on site. There is a fee of \$20 per hour for a Site Supervisor.



Permit Fees & Regulations

Park event permit fees are determined based on the following designations:

Category A Permit - \$25 per hour + \$20 per hour Site Supervisor Fee

- Springfield Township community youth sports organizers with a minimum of 75% Springfield Township Resident
- Springfield Township based community, civic, non-profit or political organization's located in Springfield Township (*IE: Rotary Club, Lions Club, VFW, etc.*)
- County, State, Federal, elected officials representing Springfield Township

Category B Permit - \$50 per hour + \$20 per hour Site Supervisor Fee

- Private Citizen (resident or non-resident)
- For Profit Organization (resident or non-resident)
- Business and Commercial (resident or non-resident)
- Non-profit, political, non-community agency or organization located outside the boundaries of Springfield Township

Category C Permit – No Charge + \$20 per hour Site Supervisor Fee

- Springfield Township Parks and Recreation sponsored or co-sponsored activities, programs and events
- Springfield Township School District sponsored sports, activities, programs and events (*IE: Enfield Color Days*)
- Springfield Township Affiliated Organizations (*Flourtown Fire Company, Oreland Volunteer Fire Company, Wyndmoor Hose Company No. 1, and Community Ambulance Association of Ambler*)

Security Deposit & Payment

A **\$200 security deposit** is required for all permits to be processed. Security deposits must be a separate check from the permit fee and submitted with application. Security deposit checks are either shredded or voided and returned to you after your rental barring any violations. Violations include: excess or littered trash, damage to structure, furnishings, and/or fields. Full payment must be submitted at least 10 business days before the requested reservation date. Failure to pay within ten days may void your permit.

Cancellation

Cancellation and/or date change fees will be applied:

With more than 15 business days' notice of cancellation:

- Fees paid will be refunded in full minus a \$25 administrative fee. If just the date is changed, no fee assessed.

With 10 - 14 business days' notice of cancellation:

- An administrative fees of 50% will be assessed, with the remaining amount refunded to the renter. If just the date is changed, no fee assessed.

With 1 to 5 business days' notice of cancellation or date change:

- An administrative fees of 100% will be assessed. If just the date is changed, there will a 25% fee assessed.

Damage to Property of the Renter and its Invitees

The Renter and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Renter or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Springfield Township.

Decorations

Any decorations used must be attached using painters tape only. All decorations and tape residue must be removed leaving no trace and disposed of before leaving. No nails, thumbtacks, staples, etc. are allowed to be used. There are bulletin boards available for use in the front of the building. No balloons are permitted in the building. If balloons are released and become stuck in the ceiling, the renter will forfeit the security deposit in full.



Cleaning & Trash

The permit holder is responsible for leaving the venue clean upon departure. Bulk trash shall be removed from the premises by the permit holder. An additional fee of \$50 per hour will be charged for clean-up.

Tables and Chairs

Tables and chairs found inside the building are included with the rental. Tables and chairs are not to be removed from the building. If a group requires more tables and chairs than the building holds, they are to rent from a company and have the materials delivered during the hours on the permit. Tables and chairs are to be returned to the storage space at the conclusion of the event. The event sponsors must supply plastic, vinyl or cloth table coverings to protect all tables.

Parking and ADA Accessibility

Parking is extremely limited. Parking is located in the front parking lot and the lot behind the Community Center. No parking is permitted in lawn areas, in fire lanes or in areas designated for police, township and/or emergency services personnel. The Site Supervisor on duty will open the front doors at the time stated on the permit. Rec A and Rec B buildings have handicapped accessibility entry.

Alcohol - Host Liquor Liability

Township Ordinance 59-4 prohibits the consumption or possession of alcohol within parks, recreation areas, playgrounds, community buildings, athletic fields, bodies of water and any other Township park and recreation area open for public recreational use. If a group wishes to have alcohol present during the event, additional Host Liquor Liability Insurance is required. The direct sale of alcohol is prohibited during rental events.

Catering and Food Trucks:

All food establishments located in Montgomery County must have a valid Montgomery County Office of Public Health (OPH) License to Operate a Food Service Establishment and insurance. The license must be posted in a conspicuous place. The license is not transferable. Food establishments are facilities that store, serve and/or prepare food for public consumption; they include but may not be limited to restaurants, retail food stores, caterers, cafeterias, mobile food vendors, and non-profit charitable facilities. Copies of license and insurance shall be provided to the Township upon request.

Entertainment:

Entertainment Activities will require a certificate of insurance naming the Township as an additional insured to any general liability insurance policy maintained by the group/organization. Such coverage is deemed to be primary and non-contributory. Copies of insurance shall be provided to the Township upon request.

Waiver of Subrogation

To the fullest extent permitted by law, the Renter and its employees, officials, volunteers, agents and representatives waive any right of recovery against the Springfield Township and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Renter's use or occupancy of the premises of the Springfield Township or arising out of Renter's operations on, at or adjacent to any premises of Springfield Township. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of Springfield Township and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Renter shall advise its insurers of the foregoing and such waiver shall be provided under the Renter's commercial property and liability insurance policies and the Renter's workers compensation insurance policy, if any.

Strictly Prohibited

The following activities and actions are strictly prohibited:

- Smoking of any kind in or outside the facility
- Open candles, flames, grills
- Gambling (*bingo is acceptable for fundraising*)
- Outdoor sport equipment
- Drug use of any kind
- Animals on or off a leash
- Activities or games involving water
- Moon bounces indoors
- Helium Balloons



Insurance Requirements

Compliance with the terms of this section is required.

1. Liability Insurance with “Springfield Township” listed as Additionally Insured.
2. The Renter shall purchase and maintain throughout the term of this agreement or its use or occupancy of Springfield Township premises commercial general liability insurance or its equivalent with minimum limits of:
 - a. \$ 1,000,000 each occurrence;
 - b. \$ 1,000,000 personal and advertising injury;
 - c. \$ 2,000,000 general aggregate; and
 - d. \$ 1,000,000 products/completed operations aggregate.
3. This commercial general liability insurance or its equivalent shall include coverage the following:
 - a. Liability arising from premises and operations;
 - b. Liability arising from products and completed operations;
 - c. Contractual liability including protection for the Renter from bodily injury and property damage claims arising out of liability assumed under this agreement;
 - d. Liability arising from the explosion, collapse, or underground (XCU) hazards;
 - e. Liability arising from athletic or sports participation; and
 - f. Liability arising from bodily injury to spectators.
4. The Springfield Township and the Springfield Township’s elected and appointed officials, officers, agents, employees and authorized volunteers shall be named as additional insured on this commercial general liability insurance policy as respects Renter’s use or occupancy of the premises of the Springfield Township. The following manuscript wording must be utilized on the additional insured endorsement issued by the general liability insurer and shown on the insurance certificate submitted by Renter to evidence its purchase of commercial general liability insurance: This policy is amended to include as additional insured the Springfield Township and the Springfield Township’s elected and appointed officials, officers, agents, employees and authorized volunteers, but only for liability arising out of your operations on, at or adjacent to premises of the Springfield Township, “your product” or “your work”.
5. If the Renter has any owned autos, the Renter shall purchase and maintain throughout the term of this agreement or its use or occupancy of Springfield Township premises business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for liability arising out of the ownership, maintenance or use of any auto and for automobile contractual liability.
6. If the Renter has any employees, the Renter shall purchase and maintain throughout the term of this agreement or its use or occupancy of Springfield Township premises workers compensation insurance or its equivalent with statutory benefits as required by any Federal law, including standard "other states" coverage, and employers liability insurance or its equivalent with minimum limits of:
 - a. \$100,000 each accident for bodily injury by accident;
 - b. \$100,000 each employee for bodily injury by disease; and
 - c. \$500,000 policy limit for bodily injury by disease.
7. The Renter shall purchase and maintain throughout the term of this agreement or its use or occupancy of Springfield Township premises umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:
 - a. \$5,000,000 per occurrence;
 - b. \$5,000,000 aggregate for other than products/completed operations and auto liability; and
 - c. \$5,000,000 products/completed operations aggregate and including all of the following coverages on the applicable schedule of underlying insurance:
 - i. Commercial general liability;
 - ii. Business auto liability; and
 - iii. Employer’s liability.
8. All insurance policies required by this agreement shall be endorsed to include the following provisions:
 - a. The Township, (including its elected or appointed officials, agents, volunteers and employees.) shall be named as additional insured under all coverage except Worker’s Compensation and accident and health policies, and the certificate of insurance (or the certified policy if requested) must so state.
 - b. Coverage provided by the User under this agreement shall be primary as respects the Township; it’s elected and appointed officials, agents, volunteers and employees. Any coverage maintained by the Township shall apply in excess of the insurance required by this agreement.
 - c. This policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until after 45 days prior written notice has been given to the Township. (Therefore, the words “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives” are to be eliminated from the cancellation provisions of standard ACORD certificates of insurance.)



9. Prior to commencement of any activities authorized by this agreement the Renter shall deliver to the Township certificate(s) of insurance confirming the existence of the insurance requirements described above. If the Renter fails to maintain the aforementioned insurance, the Township may (at its option) obtain such insurance and forward an invoice for payment of the premiums to the Renter.
10. Any acceptance and/ or approval of any insurance by the Township shall not be construed as relieving or excusing the Renter from any liability or obligation imposed upon the Renter by the provisions of this agreement.
11. Unless the Township grants specific approval for an exception all insurers must:
 - a. Be admitted to do business in the Commonwealth of Pennsylvania and;
 - b. Have a policyholders' rating of "A" or better, and financial size of "class VII" or better in the latest addition of Best's Insurance Reports.
 - c. Any deductibles shall be disclosed and all deductibles will be assumed by the User'



APPLICATION CHECK LIST

Please read the contents of this Community Center Rental Application in entirety.
Complete and return the following forms to the below contact:

Mail:

Attn: Parks and Recreation Department
Springfield Township
1510 Paper Mill Road
Wyndmoor, PA 19038

Email:

Emily Croke, Parks & Recreation Director
ecroke@springfieldmontco.org
215-836-7600

Completed Community Center Rental Application will be comprised of the following documents:

_____ **Permit Request Form** (Incomplete forms will not be accepted)

_____ **Security Deposit-** A **\$200 security deposit** is required for all permits to be processed.

Security deposits must be a separate check from the permit fee and submitted with application. Security deposit checks are either shredded or voided and returned to you after your rental barring any violations. Violations include: excess or littered trash, damage to structure, furnishings, and/or fields. Full payment must be submitted at least 10 business days before the requested reservation date. Failure to pay within ten days may void your permit.

_____ **Insurance** - Certificate of Insurance will list "Springfield Township" as additionally insured.
*Springfield Township
1510 Paper Mill Road
Wyndmoor, PA 19038*

_____ **Food Establishment Forms** – Current Food Service Establishment License from Montgomery County Department of Public Health and a Copy of the Food Vendor's Insurance.

_____ **Entertainment Forms** - A Copy of Insurance from each entertainment provider.



COMMUNITY CENTER RENTAL APPLICATION

Please read the contents of this Community Center Rental Application Packet in its entirety.

Facilities Available for Use

This permit does not entitle the permit holder exclusive use of the playground. Select the facilities needed:

<input type="checkbox"/> GYMNASIUM (REC A)	<input type="checkbox"/> MULTI-USE BUILDING (REC B)
Includes use of the stage area, basketball court and kitchen. The kitchen contains a refrigerator, microwave and sink.	Includes use of the carpeted front room, carpeted main event area, sink in front of building and small office with a refrigerator in rear of building.

Date Requested _____ **Time (include set-up/break-down)** _____

Organization Name _____

Organization Address _____

Applicant/Contact Name _____

Applicant/Contact Address _____

Contact Phone No. _____ **Contact Email:** _____

Approx. # Attending _____

Will You Have Alcohol? Yes No

Please Describe Your Event: _____

Food Establishments and Entertainment Activities (DJ, Balloon Artist etc.) will require a certificate of insurance naming the Township as an additional insured to any general liability insurance policy. List activities below:



Indemnification

In consideration for permission to use Springfield Township’s park and recreation facility, Applicant agrees to the fullest extent permitted by law to defend, indemnify, pay on behalf of, and save harmless Springfield Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys’ fees and all other costs connected therewith, arising out of or connected to the Applicant’s use or occupancy of the premises of Springfield Township.

Signature below will acknowledge acceptance of the aforementioned conditions:

Applicant/Contact Name (Print)

Township Representative Name (Print)

Applicant/Contact Signature

Township Signature for Approval

Date

Date Received

Office Use Only

Rental Fees and Requirements

- Category A - \$25 per hour
- Category B - \$50 per hour
- Category C – No Charge
- \$200 Security Deposit
- Liability Insurance with “Springfield Township” listed as additionally insured
- Host Liquor Liability Insurance with “Springfield Township” listed as additionally insured

Permit Fee: Group Rate _____ x _____ # hours = \$ _____

Supervisor Fee: Supervisor \$20 x _____ # hours = \$ _____

Total Fee: \$ _____

Date Received:

Approved or Denied:

Email Sent:

Security Deposit Check #:

Payment Form:

Security Deposit Returned:

Insurance:

Email completed forms to ecroke@springfieldmontco.org.
Or mail to: Springfield Township Attn: Parks and Recreation
1510 Paper Mill Road Wyndmoor, PA 19038