



## SPRINGFIELD TOWNSHIP, MONTGOMERY COUNTY COMMUNITY CENTER RENTAL FAQ

**Q.** Who is permitted to rent the recreation center?

**A.** Eligible renters are as follows: Township residents, community youth organization with a minimum of 75% township residents, township-based civic, non-profit or political organizations, and federal, state, county and local elected officials. Springfield Township Parks and Recreation reserves the right to refuse and limit the use of its facilities.

**Q.** How do I rent the Community Recreation Center?

**A.** Recreation Center A (gym) and Recreation Center B (former church) are available for rental. Please review the [Community Center Rental Agreement](#) prior to contacting the Township. The Rental Agreement can be found on the Township website under the Departments > Parks and Recreation > Permits and Rentals > Springfield Township Recreation Center.

**Q.** What is required to rent the Recreation Center?

**A.** To successfully rent the Recreation Center, renters must submit a completed [Community Center Rental Agreement](#), \$200 Security Deposit in check form. Renters must also provide a Certificate of Insurance which will list "Springfield Township" as additionally insured.

**Q.** How much does it cost to rent the Recreation Center?

**A.** 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 organizations with a minimum of 75% Springfield Township Residents
- Springfield Township based community, civic, non-profit or political organizations 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 only)
  - Springfield Township based For-Profit Organizations, Businesses and Commercial Organizations
- Please note, residents may not permit facilities on behalf of Non-Profit, For-Profit Organizations, Businesses and Commercial Organizations located outside Township boundaries.*

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*)

**Q.** How do I know if my date is available?

**A.** To confirm if your desired date is available, reference the [RecDesk Community Calendar](#). At the top of the page, you will select the facility: Recreation Center A or Recreation Center B.

**Q.** Can I have alcohol at my event?

**A.** No.

**Q.** How do I know what the building looks like? Is it ADA Accessible?

**A.** To view photos of each building, please visit the Springfield Township Parks and Recreation Facebook page. Photos are available under albums. Both buildings are ADA Accessible.

[Recreation Center A](#)

[Recreation Center B](#)

**Q.** Do I need to pay to have a Supervisor?

**A.** Yes. A Site Supervisor is required for each rental. This individual is employed by Springfield Township to be on call during all rentals. The Site Supervisor will open and close the building for the renter. There is a fee of \$20 per hour for a Site Supervisor. Renters are responsible for table/chair set up. The Site Supervisor does not set up or break down tables.

**Q.** How do I secure my rental?

**A.** Submit a completed [Community Center Rental Agreement](#) and a \$200 Security Deposit in check form. Security deposits must be a separate check from the permit fee and submitted with application. Security deposit checks are either shredded or voided 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.

**Q.** How do I pay for the rental?

**A.** An invoice will be generated and emailed to the applicant. Rental fees can be paid directly through the digital invoice or by mailing a check to the Township Building.

**Q.** What is included with the rental? Tables and chairs? WiFi?

**A.** The rental will include use of tables and chairs. The building has 22 – eight foot rectangular tables and 80 black plastic folding chairs. Basic WiFi is also available with no passcode.

**Q.** Am I responsible for cleaning?

**A.** Yes. The renter is responsible for removing all trash from the building. The renter is responsible for cleaning the facility, this includes vacuuming. One will be provided for you.

**Q.** Can I have my event catered? Is there access to a kitchen or refrigerator?

**A.** Catering is permitted. If food will be sold at the event, proof of Current Food Service Establishment License from Montgomery County Department of Public Health and a Copy of the Food Vendor's Insurance will be required. The kitchen and/or refrigerator is not available for use.

**Q.** What type of entertainment can I bring?

**A.** The following activities and actions are strictly prohibited:

- Smoking 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