



WARMINSTER TOWNSHIP
PARKS and RECREATION DEPARTMENT
PAVILION RENTAL FORM

Pavilion Rules and Regulations

1. Pavilion Hours - 7:00 am to Sunset. All Pavilion rentals are for up to a **four (4) hour period** unless otherwise requested. Additional time is available for an additional fee, if facility does not have another rental scheduled that day.
2. No one under 18 years of age is permitted to rent facilities. Applicant must provide adequate supervision.
3. **Pavilion users are responsible for returning pavilion to original condition - removing trash to dumpster in parking lot, wiping down tables & seats, cleaning up spills, returning tables in proper layout in pavilion, being sure charcoal is extinguished if grills were used and generally returning pavilion to usable condition. Failure to comply will result in loss of damage deposit.**
4. Fires are permitted in park-supplied grills ONLY. Bring your own charcoal. Gas grills are not permitted.
5. All vehicles must park in parking lots. Special exceptions may be made for unloading heavy objects and or the unloading and loading of disabled individuals next to the pavilion or picnic area in areas where vehicular access is available. (5 minute unloading limit.)
6. Alcoholic beverages prohibited. Glass containers prohibited.
7. Pets allowed only on a leash no longer than six (6) feet. Owners are responsible for all clean-up.
8. All signs, decorations, banners, posters and tape must be removed after your usage of the facility. Use only push pins and masking tape.
9. Please be sure that you have your park permit with you during the rental. Signed permits and identification must be made available for inspection by Parks staff or the Police Department. If you find a "party" using your "permitted facility", who will not vacate, contact the Warminster Police Department 215-672-1000 or Parks & Recreation Department - 215-443-5428.
10. Fees are accepted in advance by cash, check, money order, Visa, Master Card, or Discover. No application will be completed without full payment or with incomplete form. Checks should be made payable to "Warminster Township". Applications may be made by mail, in person, or by fax and will be processed on a first come, first served basis.
11. **Inclement weather refunds are not given.** A credit may be provided for your use in the park system for the remainder of the calendar year if dates are available. Extreme weather conditions are defined by the National Weather Bureau and solely determined by the Director if a refund is to be issued.
12. **Cancellation Policy:** Permits may be cancelled in writing up to 7 working days prior to the rental date, but all refunds will be assessed a \$10.00 administrative fee which will be subtracted from the refund. If less than 7 days notice, no refund will be given.
13. Applicant is responsible for any keys issued and for damages that may result from use of the facility. To be issued a water key, applicant must leave a copy of a valid PA. Driver's License @ Park & Rec office. Pick up the water key the day prior to rental or Friday by 4:00 PM, if rental is Saturday or Sunday. **Key must be returned within 48 hours.**
14. **A \$100.00 refundable damage deposit is due at time of rental (preferably check or credit card). If no damage occurs and pavilion is cleaned properly following event and/or key returned, deposit will be returned in full.**
15. By signing the Facilities Request Form, applicant agrees to adhere to the supplementary Pavilion Rules & Regulations as well as Park Ordinance 737, a copy of which has been received.
16. Please note that there may be multiple pavilion rentals of the same pavilion in a single day – especially on busy weekends. Renters must abide by the time limitations of their rental or forfeit their security deposit and future use. Failure to vacate in a timely manner may result in additional fines if authorities are called to resolve disputes.

Pavilions	Capacity
Kemper Park, 905 Valley Road, Warminster	#1, #2 & #3 (limited access) – 20 people
Warminster Community Park (WCP), 1100 Veterans Way	Hallowell Pavilion – 100 people
Pavilion Rental Fees: Four (4) hour period. (Hourly rate available	for rentals beyond 4 hours)
Kemper Park – Res-\$30/Non-res-\$45 (\$10/hr additional time)	WCP – Res-\$65 / Non-res-\$90. (\$15/hr additional time)

Non-Profit rentals are available Monday through Friday only, excluding holidays. Your tax exempt number is required on your application.

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**Warminster Township Park Rules and Regulations Summary
ORDINANCE #737 (amended 1/19/17)**

An ordinance providing rules and regulations for the use of parks and recreation facilities within Warminster Township and setting forth fines and penalties for violations thereof. It is the public's responsibility to be aware of rules and regulations that may or may not be posted. Any questions, call the office: 215-443-5428.

- A. Township parks will be open between 7:00 AM and sunset. Designated park trails open at sunrise. Night use facilities will be open as posted or by permit. Foot/bicycle traffic in unlit areas is prohibited.
- B. Any Township park or park facility that becomes hazardous for public use due to weather, water, fire or other unforeseeable conditions may be closed at the discretion of the Department of Parks & Recreation.
- C. The Department of Parks and Recreation will issue permits and schedule use of park and recreation facilities for groups. When not scheduled, these facilities are available to all park users.
- D. The damaging, destroying, defacing, disturbing, adding to or removal of, any park property to include equipment, facilities, wildlife and/or the natural environment is prohibited. Tree climbing is prohibited.
- E. Building fires is only permitted in equipment and areas designated for such use. Closely monitor and extinguish them before leaving the site.
- F. Operating any vehicle on a park road in a reckless or negligent manner, in excess of 10 MPH, or in such a manner as to become a nuisance to other park users is not allowed. Parking is allowed only in designated areas. Parking is not permitted on road shoulders or grass unless posted. The servicing of vehicles in the parks is prohibited.
- G. Commercial traffic, the posting of signs, the distribution, selling, servicing or renting of any commodity, and soliciting for any purpose is prohibited on park grounds without permission.
- H. Use of Township property and parks is for commercial or profit-making activities is prohibited without a permit issued by the Dept. This includes class instruction or taking of videos/photos for a fee.
- I. Use or possession of alcoholic beverages or narcotics is prohibited. **Smoking is prohibited.**
- J. All trash, garbage and litter is to be deposited in the refuse cans provided. Dumping of refuse and debris in the parks and park waters is prohibited.
- K. Pets must be on a leash no greater than 6 feet in length. **Pet owners must pick up, and properly dispose of, pet feces in all park areas.**
- L. In the interest of safety, playing of golf, hunting, shooting, trapping, fireworks, or the discharge of firearms, bows and arrows, or other related weapons are not permitted.
- M. All non-licensed motorized recreation vehicles, ATV's and horses are prohibited in park areas. Operation of remote control devices (planes, drones, rocket launchers, etc.) are prohibited unless issued a special exception permit by the Department.
- N. Personal conduct involving the use of indecent language, or engaging in immoral, threatening or boisterous actions is prohibited.
- O. Penalties: Any person violating the above rules and convicted may be sentenced to pay a fine of not more than \$1,000.00 and the costs of prosecution, or if in default of payment, be imprisoned for a period not exceeding 30 days.

IN THE EVENT OF AN EMERGENCY: Call 9-1-1 or Police Dispatch: 215-672-1000.
Warminster Township Parks & Recreation Dept, 1100 Veterans Way, Warminster, PA
18974 Ph: 215-443-5428; email: recreation@warminstertownship.org



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Please Print! Form must be filled out as completely and accurately as possible or may be returned.

APPLICANT INFO

1. Organization _____
 Address _____ City _____ State _____ Zip _____

2. Person(s) in charge of Organization (*Duly elected officers or committee*)

A. Name _____ Home Phone _____
 Address _____ Work Phone _____
 Email _____ Cell Phone _____

B. Name _____ Home Phone _____
 Address _____ Work Phone _____
 Email _____ Cell Phone _____

APPLICANT'S STATEMENT FACILITY REQUESTED

3. Facility (list one park or WREC only; use other forms if more facilities are desired) _____

4. Planned Activity(s) _____

5. Specific Area(s) (Fields, rooms, etc) _____

6. Special Facilities _____

7. Special Equipment _____

8. Date(s): _____ Alternate date _____
 Event Sun _____ to _____ Mon _____ to _____ Tue _____ to _____ Wed _____ to _____
 Time(s) _____
 4 Hrs Thu _____ to _____ Fri _____ to _____ Sat _____ to _____

Set-up and break-down must be included in your 4 hour rental period. Additional time may be available for a fee.

9. Estimate normal attendance at any given time _____ **Note:** Notify Parks and Recreation Department in writing if attendance on any particular date will be substantially higher than indicated.

AUTHORIZATION

By signing below, I as duly elected officer or duly authorized person of the above said organization, certify that our organization agrees:

- A. To assume all risks in connection with the use of the facilities requested above and hereby release, absolve, indemnify and hold harmless the Township of Warminster and its employees from any and all claims and all cost, damages, legal fees and any other expenses reasonably incurred which arise out of authorization to use the facilities of the Parks and Recreation Department. We further understand this request and we agree to be legally bound hereby.
- B. That the responsibility for carrying appropriate liability insurance and medical plans, including hospitalization, lie with our organization and /or participants, since the Township of Warminster does not carry such insurance. We will provide a certificate of insurance if requested.
- C. To adhere to the Rules and Regulation Ordinance for Parks and Recreation facilities, a copy of which has been received.
- D. To notify the Township of Warminster in writing within twenty-four hours of any hazardous conditions which exist.
- E. That a deposit may be required if this application is approved, the deposit will be returned in full upon completion of the activity(s) if "C" is adhered to. Our organization's liability for damage incurred by the organization is not limited to the amount of this deposit fund.
- F. Permittee shall comply with the Pa. Child Protective Services Law, (23 Pa. C.S. §§6301, et seq.) including the mandated reporter, child abuse clearance and criminal background check provisions therein.

NOTE: When signed below, the above named organization is authorized to use the facilities indicated. Applicant should carry this form with him/her during the effective dates and times covered by this application

Signature _____ Date _____

OFFICE USE ONLY (PERMIT not valid unless signed by a Parks and Recreation employee)

Fee (s) - specify: _____ Date Received _____

Deposit _____ Date Received _____

AUTHORIZED SIGNATURE

edit: 01/18