



## Borough of Pottstown

Borough Hall, 100 East High Street  
Pottstown, Pennsylvania 19464-9525

### **Borough of Pottstown Parks and Recreation Facility and Equipment Rental Agreement**

1. The use of park facilities and equipment under the jurisdiction of the **Borough of Pottstown Parks and Recreation Department** (PPRD) shall be governed by the following rules and regulations and the attached **Borough of Pottstown Parks and Recreation Department Schedule of Fees** (Fee Schedule).
2. Every organization and individual contracting a facility or equipment rental and/or services with the PPRD shall sign the **Pottstown Parks and Recreation Facility and Equipment Rental Form** (Rental Form) referencing these terms and conditions and pay the specified deposit at the time of signing.
3. Reservations are not confirmed until PPRD receives the signed rental agreement form and a \$25.00 non-refundable deposit.
4. All fees as indicated by the rental agreement are due in-full two weeks prior to the date of the rental. Failure to pay the balance by the specified date will result in the forfeiture of the reservation(s). No refund will be issued. Failure to pay fees as indicated will result in the charges being turned over to a third-party collection agency.
5. Exclusive use of property shall be limited to properties listed in the Fee Schedule. Public-access parks not listed on the rental form are not available for exclusive use by rental groups.
6. Any group participating in an organized sport, activity, or event within the Pottstown Parks system for which fees, dues, or donations are collected or any organized sport, activity, or event with attendance in excess of 25 persons is required to complete the Rental Form and adhere to all terms and conditions set forth in this policy.
7. All park and equipment rentals will be made available on a first come- first serve basis subject first to the needs of PPRD programs. Annual events will **not** be given first priority with respect to reservations: It is the responsibility of the organizing party of the special event to reserve the park in advance of event planning. It is recommended that arrangements for future events are made with as much notice as possible; however, PPRD will not accept reservations in advance of 18 months.
8. Pottstown Parks and Recreation reserves the rights to cancel any reservations without notice. If PPRD does cancel a reservation for reasons other than a violation on the part of the renter or failure to pay required fees, arrangements for a refund of the associated payments will be made.

9. Pavilion rentals at Riverfront Park, Chestnut Street Park and Memorial Park will be rented at a per day rate regardless of the duration of event. Rates will not be pro-rated if a shorter amount of time is required or utilized.
10. No PPRD property shall be removed from the park premises without PPRD authorization.
11. No property shall be used for any purpose in conflict with the mission of the Borough of Pottstown and the Parks and Recreation Department.
12. Use of alcoholic beverages, illegal substances, gambling, destructive behavior, and physical violence, are strictly prohibited on park properties. Such conduct will be reported to the police. Violators are subject to immediate removal. No refund of rental fees will be issued.
13. The use of fireworks is not permitted in any parks without obtaining a permit approved by the Borough of Pottstown Fire Marshal and the permission of the Pottstown Parks and Recreation Department and Pottstown Borough Council.
14. No changes, alterations, or damages will be made to any parks properties or equipment without the approval of the PPRD. Charges as determined by the Parks and Recreation Director for any damages or alterations will be billed to the person or organization assuming responsibility for the Rental Agreement.
15. If a rental or park event requires a PPRD employee to be on duty beyond the terms of equipment delivery or providing access to utilities and amenities as contracted, charges as indicated in the Schedule of Fees apply.
16. In the event that police protection for an event associated with a rental is required, the cost shall be paid by the sponsoring organization renting the property. It is the responsibility of the sponsoring organization to make arrangements with the Pottstown Police Department.
17. In the event that Fire Police are required for an event associated with a rental, the cost shall be paid by the sponsoring organization renting the facility. It is the responsibility of the sponsoring organization to make arrangements with the Pottstown Police Department.
18. For organized events held in the parks, it is required that toilet facilities be provided at a ratio of 1 facility: 75 patrons. Some toilet facilities are provided at select parks: Contact PPRD for details. Organizations sponsoring events requiring additional toilet units are responsible for making all of the necessary arrangements to secure, insure, and finance additional toilet units.
19. All organizations/individuals hosting events in the parks expecting to generate refuse in excess of the amount that can fit in the receptacles provided must secure the services of a waste removal company. This includes obtaining the services of a waste removal company to install a dumpster of adequate size and to secure a hauling contract at the expense of the individual/organization renting the park facilities. Individuals and organizations are required to assist in efforts to gather and collect all displaced and mishandled trash associated with their park rental. It is prohibited for anyone to scatter, dump, or leave litter in any portion of a park, except in the receptacles provided.
20. Vending or sale of goods or services in public-access parks is not permitted except with the permission of the PPRD. Rentals that utilize commercial vendors are required to pay fees as indicated in the Schedule of Fees and make all necessary applications to the Pottstown Licensing and Inspections Department. Vendors must maintain all applicable County, State, or Federal Licenses.

21. Automobiles and other vehicles are prohibited from driving and/or parking in playfield areas and other grassy park areas except by special permission. Parking is prohibited in grassy areas and thoroughfares except by special permission. Damages caused to grassy areas as a result of unauthorized/inappropriate usage will be billed to the individual/organization accepting financial responsibility for the rental. Repairs may be carried out by a contractor of the PPRD's choosing and billed to the sponsoring organization.
22. The PPRD reserves the right to refuse/deny any application by any individual or organization for a previous history of non-payment or noncompliance with these terms and conditions or other posted park rules.
23. Open burning is not permitted in any parks without an approved permit by the Borough of Pottstown Fire Marshal and the approval of the PPRD. Cooking with the use of charcoal or propane is permitted in designated equipment.
24. The Pottstown parks system is closed from sunset to sunrise. No camping or after-dark activities will be permitted without the permission of the PPRD.
25. Park reservations, services, and amenities are only available 8 AM to 8 PM regardless of operating hours as defined by sunrise and sunset.
26. Rental permits will be furnished for facility rentals only when all fees are paid. Permits may be presented as proof to Borough of Pottstown authorities as an organization or individual's rights as a renter. Permits are invalid without the signature of the Parks and Recreation Director or designate.
27. All organizations and/or individuals running sports activities for league and/or tournament play in the Pottstown parks system must provide the Pottstown Parks and Recreation Department with a valid certificate of insurance naming "Borough of Pottstown" as additional insured. Any event in the park utilizing specialty amusements equipment, such as a moon bounce, must also provide proof of the required insurance.
28. Organizations planning the erection of tents, canopies, or membrane structures with dimensions exceeding 200 square feet must complete all forms and pay all fees as required by The Borough of Pottstown Licensing and Inspections Department.

I \_\_\_\_\_, the below-signed, have read and understand all of the terms and conditions, items 1 through 28 of the *Borough of Pottstown Parks and Recreation Facility and Equipment Rental Agreement*, here presented. I agree to abide by all terms and conditions set forth here and assume responsibility for all applicable fees set forth in the Borough of Pottstown Parks and Recreation Department Schedule of Fees.

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Signature

Date



# Borough of Pottstown

Borough Hall, 100 East High Street  
Pottstown, Pennsylvania 19464-9525

## Pottstown Parks and Recreation Facility and Equipment Rental Form

Facility / Equipment Requested: \_\_\_\_\_

Date(s): \_\_\_\_\_ Start Time\*\* : \_\_\_\_\_ Departure Time\*\* \_\_\_\_\_

(\*Reservations, electrical service, and equipment rentals available 8AM to 8PM or dusk, **whichever occurs first**)

Sponsoring Organization / Individual: \_\_\_\_\_

Person Responsible for the Actions of the Group: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Approx. Number of participants: \_\_\_\_\_ Brief description of event: \_\_\_\_\_

I hereby attest that I have read and understand the rules and regulations provided to me in the **Schedule of Fees** and **Pottstown Parks and Recreation Facility and Equipment Rental Agreement** and agree to abide by these policies. I accept full responsibility for my actions and the actions of the group under my charge. I assume full responsibility for any damages to the facilities and equipment that may arise out of my actions or those individuals under my charge. I assume sole financial responsibility for all fees associated with this rental as indicated in the **Borough of Pottstown Parks and Recreation Schedule of Fees**.

I agree to hold harmless the Borough of Pottstown and its Parks and Recreation Department in case of any injuries to members of my group resultant of activities we are running in association with this rental or improper use of park facilities and equipment.

My signature is an acknowledgement of my acceptance and understanding of the rules, regulations, and responsibilities hereto assigned.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Utility Contracts: Electricity is only available between the hours of 8:00am and 8:00pm at select locations (see below). Electric Charges \$35 per location:** (Check all that apply)

Memorial Park options:

Riverfront Park options:

Other locations:

\_\_\_\_ Memorial Park Pavilion

\_\_\_\_ Rotary Pavilion

\_\_\_\_ Chestnut Street Pavilion

\_\_\_\_ Memorial Bandstand

\_\_\_\_ Amphitheater

\_\_\_\_ Terrace Lane Pavilion

\_\_\_\_ Memorial Gazebo

\_\_\_\_ SRT Pavilion

\_\_\_\_ Ball Fields 1, 2, or 3

\_\_\_\_ Memorial Park Island

\_\_\_\_ Number of additional commercial vendor connections

**Equipment Rentals:** (fill in quantity requested where necessary)

\_\_\_\_ Tables - \$8.00 ea.

\_\_\_\_ Chairs - \$2.00 ea.

\_\_\_\_ EZ-Up Tent - \$50 ea.

\_\_\_\_ Standard propane Grill - \$65.00

\_\_\_\_ XL Grill - \$125

\_\_\_\_ Dunk Tank \$100 (select locations)

\_\_\_\_ Additional Trash Bins \$5.00 ea.

For a complete list of available equipment, including games and sports equipment. contact Parks and Recreation (610) 970-6608 or (610) 970-6618

For Office Use Only:

**Return Form to:**  
Borough of Pottstown, P & R Dept.  
100 East High Street  
Pottstown PA, 19464

**A \$25 non-refundable deposit is due at the time of booking. Balance due in full two weeks prior to rental date**

Revised 11/2016