



# Borough of Pottstown

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

## Rental Rules and Regulations of Pottstown Parks and Recreation Facilities and Equipment

1. The use of park facilities and equipment under the jurisdiction of the Borough of Pottstown Parks and Recreation Department shall be governed by the following rules and regulations and the attached schedule of fees.
2. All requests for fee exceptions or special usage permissions in conflict with the guidelines listed here or existing in any other standing borough ordinances must be submitted in writing to the Parks and Recreation Director who will then submit the request to the Borough Manager for disposition. Requests may be submitted via email.
3. Exclusive use of property shall be limited to that property listed on the Parks and Recreation Facility and Equipment Rental Agreement. Public-access parks not listed on the rental form are not available for exclusive use by rental groups.
4. 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 fill out a rental request and adhere to all conditions set forth by this policy and the Parks and Recreation Facility and Equipment Rental Agreement.
5. All park and equipment rentals will be made available on a first come- first serve basis subject first to the needs of Pottstown Parks and Recreation Dept. 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 concurrently. It is recommended that arrangements for future events are made with as much notice as possible; however Parks and Recreation will not accept reservations in advance of 18 months.
6. Pottstown Parks and Recreation reserves the rights to cancel any reservations without notice. If Parks and Recreation 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.
7. 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.
8. No parks property shall be removed from the park premises.
9. No property shall be used for any purposes which are in conflict with the aims and objectives of the Borough of Pottstown and the Parks and Recreation Department.
10. Every organization and individual shall sign the Parks and Recreation Facility and Equipment Rental Agreement as required by the Parks and Recreation Dept. and pay the specified deposit at the time of signing. **All fees as indicated by the rental agreement are due in-full two weeks prior to the event date.** Failure to pay the balance by the specified date will result in the

forfeiture of the reservations. No refund will be issued. For facility rentals an invoice will be sent for the balance of fees owed unless a replacement reservation of equal or greater value is made for the same facilities. Failure to pay the fees as indicated will result in the charges being turned over to a third-party collection agency.

11. Reservations are not confirmed until Pottstown Parks and Recreation receives the signed rental agreement form and a \$25.00 non-refundable deposit.
12. Use of alcoholic beverages, illegal substances, gambling, destructive behavior, physical violence, and profanity 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.
14. No changes, alterations, or damages will be made to any parks properties without the approval of the Parks and Recreation Director. Charges as determined by the Parks and Recreation Director for any alterations will be added to the organization or individual's account.
15. Whenever an event requires a Pottstown Parks and Recreation Department employee to be on duty, an additional charge, as per the fee schedule, will be assessed for such services when a staff person is not ordinarily on duty or if additional work is required before or cleaning after a rental.
16. In the event that police protection for an event associated with a rental is required, the cost shall be paid by the organization renting the property. It is the responsibility of the renting party to make arrangements with the Police Department.
17. In the event that fire police are required for an event associated with a rental is required, the cost shall be paid by the organization renting the property. It is the responsibility of the renting party to make arrangements with the Fire Police.
18. For events associated with park rentals, it is required that toilet facilities be provided at a ratio of 1 facility: 75 patrons. Some facilities are provided at select parks. Ask Parks and Recreation staff for details. Individual organizations/patrons requiring additional units are responsible for making all of the necessary arrangements to secure, insure, and finance all additional units.
19. All organizations/individuals who sell or vend food and other perishable items at events associated with park rentals 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. Rentals that utilize commercial vendors requiring park electricity are required to pay the fees as indicated in the Schedule of Fees.
21. Automobiles or other vehicles are not permitted to park on grassy areas or any roadway or section of the grounds except in areas designated for parking. Driving or parking on any other areas of the park, require authorization from the Parks and Recreation Director or designate and are subject to the Borough Manager's approval. Absolutely no parking on the grass of newly

renovated ball fields, or blocking of traffic areas. Parking at the Memorial Pavilion is only allowable for a maximum of two vehicles and only for the express purpose of loading or unloading. Vehicles must be moved when loading/unloading is finished.

22. The Director of Parks and Recreation reserves the right to refuse/deny any application to any individual or organization for a previous history of non-payment, noncompliance with attached or posted rules, or for any reason when the aims and objectives of the renter are not compatible with the aims and objectives of the Borough of Pottstown and/or the Parks and Recreation department.
23. Vending or sale of goods or services in public-access parks is not permitted.
24. Vending or sale of good or services in rented parks is permissible only with the completion and approval of a Parks and Recreation Facility and Equipment Rental Agreement and of any and all associated permits from the Borough of Pottstown Licensing and Inspection Department and applicable State and/or Federal licenses.
25. Open burning is not permitted in any parks without an approved permit by the Borough of Pottstown Fire Marshal and the approval of the Parks and Recreation Department. Cooking with the use of charcoal or propane is permitted in designated cooking units provided in some parks and in designated equipment.
26. The Pottstown parks system is closed from sunset to sunrise. No camping or after-dark activities will be permitted without express permission from the Parks and Recreation Director obtained by written request.
27. 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 individuals rights as a renter. Permits are invalid without the signature of the Parks and Recreation Director or designate.
28. All organizations and/or individuals running organized activities in the Pottstown parks system must provide the Pottstown Parks and Recreation Dept. with a valid certificate of insurance for events with 20 participants or more. Any event in the park utilizing specialty amusements equipment, such as a moonbounce, must also provide proof of insurance.
29. If rented equipment is damaged, stolen, or otherwise not returned to the Parks and Recreation Department, the renter will be responsible for the cost of replacement as determined by the Parks and Recreation Dept.