



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 **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 complete and 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. All facility reservations are booked through the PPRD online reservation system hosted at www.pottstown.recdesk.com. Reservations are not confirmed until PPRD receives the signed Rental Form and payment of all fees as indicated by the Rental Form and Fee Schedule in-full at the time of booking.
4. Cancellations will incur a \$25 nonrefundable fee. No fees collected will be refunded for cancellations occurring within two-weeks prior to date of rental.
5. Use or consumption of alcoholic beverages and 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 and fine as applicable. No refund of rental fees will be issued.
6. 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.
7. 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 of 20 or more persons is required to complete the Rental Form and adhere to all terms and conditions set forth in this policy.
8. 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.

9. Pottstown Parks and Recreation reserves the rights to cancel any reservations with 24 hours' 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.
10. Pavilion rentals at Riverfront Park, Chestnut Street Park, Terrace Lane 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.
11. Drive-on access to the Memorial Park Pavilion is not permitted for pavilion rental groups. Access may be arranged by special permission from PPRD for bookings utilizing The Island for community events.
12. Rented ballfields will be dragged and lined once prior to contracted use period. Fields rented for Saturday and Sunday consecutive use will be dragged and lined Friday afternoon. Additional field servicing may be contracted at cost noted in Fee Schedule.
13. No PPRD property shall be removed from the park premises without PPRD authorization.
14. 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 Borough Council.
15. Decorative balloon and floating lantern launches are not permitted in the parks.
16. 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 Administrative Staff for any damages or alterations will be billed to the person or organization assuming responsibility for the Rental Agreement.
17. 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.
18. 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.
19. In the event that Fire Police are required for an event associated with a rental, the cost shall be paid by the person or sponsoring organization renting the facility. It is the responsibility of the person or sponsoring organization to make arrangements with the Pottstown Police Department.
20. For organized events held in the parks, it is required that toilet facilities be provided at a ratio of 1 facility: 50 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.
21. 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.
22. 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. Vendors must maintain all applicable County, State, or Federal Licenses.

23. Automobiles and other vehicles are prohibited from driving and/or parking in playfield areas and other grassy park areas 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.
24. 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.
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 PPRD. Cooking with the use of charcoal or propane is permitted in designated equipment.
26. 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.
27. Park reservations, services, and amenities are only available 10 AM to 7:00 PM regardless of operating hours as defined by sunrise and sunset unless otherwise authorized by PPRD.
28. 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 authorization as a renter. Permits are invalid without the signature of the Parks and Recreation Administrative Staff.
29. 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 providing for liability coverage in an amount deemed acceptable to the Borough 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.
30. Organizations planning the erection of tents, canopies, or membrane structures with dimensions exceeding 400 square feet must complete all forms and pay all fees as required by The Borough of Pottstown Fire Marshal.
31. No refunds or debt forgiveness will be issued for cancellation of reservation(s) due to weather conditions.
32. Delivery with equipment rental is only available to addresses within 1 mile of the Borough of Pottstown municipal limits.

I _____, the below-signed, have read and understand all of the terms and conditions, items 1 through 30 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.

Signature

Date