

5186 Stump Rd  
Box 387  
Plumsteadville, PA 18949

215-766-8914  
FAX - 215-766-9831



**APPLICATION FOR USE OF COMMUNITY BUILDING AT HANUSEY PARK**

Date(s) Requested \_\_\_\_\_ Day(s) of Week \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Approximate Attendance \_\_\_\_\_

Name & Address of Individual, Group Organization: \_\_\_\_\_  
\_\_\_\_\_

Name & Address of Person Making Application: \_\_\_\_\_  
\_\_\_\_\_

Contact number (required): \_\_\_\_\_ E-mail (required) \_\_\_\_\_

Purpose of Use of Facility: \_\_\_\_\_

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**FEE SCHEDULE PER RESOLUTION 2017-11**

Resident	\$100.00	first four hours	_____
	\$25.00	each additional hour	_____
		Total	_____
	\$100.00	security deposit (separate check)	_____
Non-Resident	\$200.00	first four hours	_____
	\$ 30.00	each additional hour	_____
		Total	_____
	\$100.00	security deposit (separate check)	_____

**Note: Fees must be paid in advance**

**FEE CHARGED \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_**

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Granting permission to use Township facility does not in any way constitute an endorsement of the individuals or organization's policies or beliefs by the Township Board of Supervisors. The Township reserves the right to reject any and all applications for the use of Township facility.

I have read and accepted the attached rules and regulations for use of Township facility and will be responsible to see they are carried out and adhered to. I understand that the decision to retain part or all of the security deposit is at the sole discretion of the Township.

I hereby certify that \_\_\_\_\_(name of organization) has fully complied with the Pennsylvania Child Protective Services Law ("CPSL"), 23 Pa. C.S. § 6301 *et seq.*, having obtained child abuse clearance and criminal record checks for all employees and volunteers who have control over or contact with children, as well as affirmations from such employees and volunteers.

**SIGNATURE OF RENTER** (required) \_\_\_\_\_ **DATE** \_\_\_\_\_

\*\*\*\*\*  
(Internal use only)

**APPLICATION STATUS:**            **APPROVED** \_\_\_\_\_            **DENIED** \_\_\_\_\_

**BY:** \_\_\_\_\_            **DATE:** \_\_\_\_\_

**APPLICANT NOTIFIED:** **PHONE** \_\_\_\_ **MAIL** \_\_\_\_ **IN PERSON** \_\_\_\_ **FAX** \_\_\_\_ **E-MAIL** \_\_\_\_

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**RELEASE FORM**

KNOW ALL MEN BY THESE PRESENTS THAT, INTENDING TO BE LEGALLY BOUND HERBY,

\_\_\_\_\_  
(Name of individual, group or organization)

Agrees to hold harmless and indemnify the Township of Plumstead, its supervisors, directors, managers, officers, agents, employees, and contractors (the "Township"), from and against any and all liability, loss, damage, expense, actions, cause of action, suits, claims or judgments arising from, resulting from, or based on the use, occupation or enjoyment by \_\_\_\_\_ of real property or

(Name of individual, group or organization)

personal property or fixtures or facilities owned or occupied or leased or held by the Township; and said \_\_\_\_\_ shall, at its own cost and expense, defend any and all suits

(Name of individual, group or organization)

which may be brought against the Township, either alone or in conjunction with others, upon any such liability or claim or cause of action and shall satisfy, pay, and discharge any and all judgments that may be recovered against the Township in such action(s) or suit(s).

\_\_\_\_\_  
(Name of individual, group or organization)

\_\_\_\_\_  
(Signature or Individual or Authorized Agent)

\_\_\_\_\_  
(Date)

**This Release Form must be signed and submitted along with the Application for Use for Community Building.**

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**RETURN COMPLETED APPLICATION, RELEASE FORM AND PAYMENT TO:**

Plumstead Township, PO Box 387, Plumsteadville, PA 18949

Telephone: (215) 766-8914 Fax: (215) 766-9831

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**RULES AND REGULATIONS FOR USE OF HANUSEY PARK COMMUNITY BUILDING**

Township meetings, programs and activities have priority over any other use scheduled. You will be notified of any conflict and cancellation of use of the community building with as much notice as possible. A Township emergency and inclement weather will displace a group immediately and without notice.

Hours of Availability:

- Monday through Thursday 9:00 am to 9:00 pm
- Friday and Saturday 10:00 am to 10:00 pm
- Sunday 10:00 am to 6:00 pm
- The community building is not available on holidays.

Reminders:

- **The following are prohibited:**
  - **Smoking & alcohol consumption**
  - **Pets, unless required as an aid to disabled individual**
  - **Grills (all types), Inflatables, such as bounce houses**
  - **Driving and/or parking on walkways or grass**
  - **Taping/tacking anything to the walls or doors**
  - **Blocking any of the security cameras in and around the building**
- It is the responsibility of the renter using the community building to return the chairs to the chair carts after use, turn off all lights in the kitchen and main room, and bundle all trash in the wastebasket and place in the outside trash receptacles.
- Please use the sink in the kitchen area to clean dishes, and do not discard food scraps into the sink drain.
- There are cleaning supplies in the hall closet (between the restrooms) that you may use if needed.
- There is no Wi-Fi available in the building, but the building is a Comcast “hotspot”.
- Users may provide and operate their own audio, video or related equipment.
- The Township requires at least two (2) weeks’ notice (along with signed paperwork & payment) to make any/all changes to your reservation and three (3) weeks’ notice to cancel your reservation

Building Related Issues: (Please note the Township bldg is NOT open in the evenings & weekends)

- Township Office (215) 766-8914 (M-F 8:00 am – 4:30 pm)
- Township Police (215) 766-8941 (M-F 7:30 am – 7:00 pm)
- Non-Emergency Police Dispatch (215) 766-8740 (ask dispatch to have officer contact Director of Public Works)
- 911 (Emergency only)

Signature:

By signing below, you acknowledge that you have read, understand and accept in its entirety, the rules and regulations set forth by Plumstead Township.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

**\* How did you learn of the buildings availability for rentals? (Recommendation, Newsletter, Website, Facebook, previous event, etc.)?** \_\_\_\_\_