



# PLUMSTEAD TOWNSHIP

5186 Stump Road,  
Pipersville PA 18947  
Phone: (215) 766-8914  
[www.plumstead.org](http://www.plumstead.org)

OFFICIAL USE ONLY	
Date Rec.:	_____
App Fee Paid:	_____
Check #:	_____
Receipt #:	_____

## FACILITY USE APPLICATION

**Completed Application, Certificate of Insurance, & Release Form must be submitted at least ten (10) days prior to requested usage.**

### Organization Information

Individual/Organization	Name: _____	
	Address: _____	
	Phone: _____	Email: _____
Person Submitting Application (If different from Individual/Organization)	Name: _____	
	Address: _____	
	Phone: _____	Email: _____

### Facility Information

Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Days of Week:  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  Sun.  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Approximate Attendance: \_\_\_\_\_ Purpose/Use of Facility: \_\_\_\_\_

Choose Facility: (Check One)	<input type="checkbox"/> Hanusey Park Pavilion 4757 Gordon Rd.	<input type="checkbox"/> Hanusey Park Community Center 4757 Gordon Rd.	<input type="checkbox"/> Landis Park Pavilion 4060 Gregory Dr.	Totals:
Pavilion Fees:	<b>First 4 Hours:</b> Resident/Nonprofit: \$50.00 Non-Resident: \$100.00	<b>First 4 Hours:</b> Resident/Nonprofit: \$125.00 Non-Resident: \$200.00	<b>First 4 Hours:</b> Resident/Nonprofit: \$40.00 Non-Resident: \$65.00	<b>First 4 Hours:</b> \$ _____
	<b>Each Additional Hour:</b> Resident: \$10.00/hour Non-Resident: \$20.00/hour	<b>Each Additional Hour:</b> Resident: \$25.00/hour Non-Resident: \$30.00/hour	<b>Each Additional Hour:</b> Resident: \$5.00/hour Non-Resident: \$10.00/hour	<b>Each Additional Hour:</b> \$ _____
	<b>Electric Usage:</b> \$10	<b>\$200 Security Deposit must be submitted on a separate check.</b> <i>(Comm. Center Only)</i>	<b>Electric Usage:</b> \$10	<b>Electric Usage:</b> \$ _____
				<b>Total Due:</b> \$ _____

**Dates & Times:** Pavilions are available 7 days a week, 8:00am-9:30pm.

Community Center is available 7 days a week, 9:00am-10:00pm.

#### Cancellation Policies:

**Pavilions** - Permits may be cancelled in writing 7 working days prior to the rental date for a \$10 fee. No refund will be given with less than a 7-day notice.

**Community Center** - Permits may be cancelled in writing 3 weeks prior to the rental date for a \$10 fee. No refund will be given with less than a 3-week notice. See Hanusey Park Community Center Rules & Regulations on Page 2

**APPLICATION MUST BE COMPLETED IN FULL TO BE ACCEPTED / REVIEWED BY THE TOWNSHIP**

Permission to use a Township facility does not in any way constitute an endorsement of the individual's 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 a Township facility.

## SIGNATURE OF ORGANIZATION REPRESENTATIVE

I have read and understood Chapter 16, Part 1: Park Regulations of the Plumstead Township Municipal Code (<https://ecode360.com/14142196>) and will be responsible to see they are carried out and adhered to.

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.

Print Name: \_\_\_\_\_

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

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

## RELEASE FORM

KNOW ALL MEN BY THESE PRESENTS THAT, INTENDING TO BE LEGALLY BOUND HEREBY, \_\_\_\_\_ (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 \_\_\_\_\_ (Name of individual, group or organization) of real property or personal property or fixtures or facilities owned or occupied or leased or held by the Township; and said \_\_\_\_\_ (Name of individual, group or organization) shall, at its own cost and expense, defend any and all suits 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).

Print Name: \_\_\_\_\_

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

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

**The above sections must be completed/signed and submitted along with the Application.**

## RULES AND REGULATIONS FOR USE OF HANUSEY PARK COMMUNITY CENTER

**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 center with as much notice as possible. A Township emergency and inclement weather will displace a group immediately and without notice.**

### 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

### Reminders:

- As the renter, you are allowed to move the tables and chairs to meet the needs of your event. All we ask is that you do not drag the tables but pick them up to move them; dragging them has caused gouges in the floor.
- As a courtesy, we ask that you 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 limited 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.

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