



**This application is intended for organizers of public and private events and/or gatherings on Township property that does not directly benefit Springfield Township and/or its affiliated organizations.**

**Arrangements for your event/gathering should not be made until you have received permit approval from the Springfield Township Parks and Recreation Department.** Return the completed application to the Parks and Recreation Department along with payment and all other required documentation.

**Eligible Rental Groups**

Eligible renters are as follows: Township residents, community youth organization with a minimum of 75% township residents, township-based civic, non-profit or political organizations, and federal, state, county and local elected officials. Springfield Township Parks and Recreation reserves the right to refuse and limit the use of its facilities.

**Facilities Available for Use - Maximum Occupancy 275 Persons per Building**

This permit does not entitle the permit holder exclusive use of park and/or the playground at Laurel Beech Park. The following facilities are available within the Springfield Township Community Center Complex:

GYMNASIUM (REC A)	MULTI-USE BUILDING (REC B)
Includes use of the stage area, basketball court and kitchen. The kitchen contains a refrigerator, microwave and sink.	Includes use of the carpeted front room, carpeted main event area, sink in front of building and small office with a refrigerator in rear of building.

**Permitted Uses**

Springfield Township reserves the right to limit the use of its facility when an activity that is deemed dangerous or may interfere with Township operations, special Township meetings, or Township or community programs or events. Recreation Center A and B are not to be used for indoor sports that could damage the drywall.

Springfield Township Parks and Recreation oversees the scheduling of all Township owned facilities. The Springfield School District is a separate entity and is not affiliated with Township owned facilities.

**Permit Application Process**

**Step 1:** Completing this agreement serves as a request until it is approved by the Springfield Township Parks and Recreation staff. Requests must be received 21 days prior to permit date requested. No deposit or payment is due with the request form. Submitting a request is NOT a guarantee of availability or approval.

**Step 2:** Springfield Township Parks and Recreation staff will notify applicant of request approval. Failure to submit payment by date requested will make the request null and void. All requests are processed as identified in the Eligibility Priorities. Requests will be reviewed based on Springfield Township Parks and Recreation policy, facility and staff availability. Springfield Township Parks and Recreation reserves the right to deny any permit which is deemed inappropriate.

**Step 3:** Applications will be accepted on a rolling basis. In the event multiple requests are received, applications will be reviewed simultaneously.

**Hours of Use**

Event set-up and break-down must be completed within the below hours:

- Monday through Sunday 8:30 am to 10:00 pm
- The Community Center must be emptied and doors locked at 10:00 PM



### Supervision

A Site Supervisor must be on duty during all rentals. The building will not be open without a Springfield Township Recreation Facility Attendant on site. There is a fee of \$20 per hour for a Site Supervisor.

### Permit Fees & Regulations

Park event permit fees are determined based on the following designations:

#### Category A Permit - \$25 per hour + \$20 per hour Site Supervisor Fee

- Springfield Township community youth sports organization - Minimum of 75% Springfield Township Residents
- Springfield Township based community, civic, non-profit or political organizations located in Springfield Township (*IE: Rotary Club, Lions Club, VFW, etc.*)
- County, State, Federal, elected officials representing Springfield Township

#### Category B Permit - \$50 per hour + \$20 per hour Site Supervisor Fee

- Private Citizen (resident only – no businesses)

#### Category C Permit – No Charge + \$20 per hour Site Supervisor Fee

- Springfield Township Parks and Recreation sponsored or co-sponsored activities, programs and events
- Springfield Township School District sponsored sports, activities, programs and events (*IE: Enfield Color Days*)
- Springfield Township Affiliated Organizations (*Flourtown Fire Company, Oreland Volunteer Fire Company, Wyndmoor Hose Company No. 1, and Community Ambulance Association of Ambler*)
- Springfield Township based civic organization offering a free community event to the general public. No money may be collected prior to, or during the event. Security deposit will be required to secure the event date.

### Security Deposit & Payment

A **\$200 security deposit** is required for all permits to be processed. Security deposits must be a separate check from the permit fee and submitted with application. Security deposit checks are either shredded or voided and returned to you after your rental barring any violations. Violations include: excess or littered trash, damage to structure, furnishings, and/or fields. Full payment must be submitted at least 10 business days before the requested reservation date. Failure to pay within ten days may void your permit.

### Cancellation

Cancellation and/or date change fees will be applied:

#### ***With more than 15 business days' notice of cancellation:***

- Fees paid will be refunded in full minus a \$25 administrative fee. If just the date is changed, no fee assessed.

#### ***With 10 - 14 business days' notice of cancellation:***

- An administrative fee of 50% will be assessed, with the remaining amount refunded to the renter. If just the date is changed, no fee assessed.

#### ***With 1 to 5 business days' notice of cancellation or date change:***

- An administrative fee of 100% will be assessed. If just the date is changed, there will a 25% fee assessed.

### Damage to Property by the Renter and its Invitees

The Renter and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Renter or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of Springfield Township.

### Decorations

Any decorations used must be attached using painters tape only. All decorations and tape residue must be removed leaving no trace and disposed of before leaving. No nails, thumbtacks, staples, etc. are allowed to be used. There are bulletin boards available for use in the front of the building. No balloons are permitted in the building. If balloons are released and become stuck in the ceiling, the renter will forfeit the security deposit in full.



### **Cleaning & Trash**

The permit holder is responsible for leaving the venue clean upon departure. All trash shall be removed from the premises by the permit holder. An additional fee of \$50 per hour will be charged for clean-up. The security deposit will be kept in the event trash is not removed from the property.

### **Tables and Chairs**

Tables and chairs found inside the building are included with the rental. Tables and chairs are not to be removed from the building. If a group requires more tables and chairs than the building provides, they are to rent from a company and have the materials delivered during the hours on the permit. Tables and chairs are to be returned to the storage space at the conclusion of the event. The event sponsors must supply plastic, vinyl or cloth table coverings to protect all tables.

### **Parking and ADA Accessibility**

Parking is extremely limited. Parking is located in the front parking lot and the lot behind the Community Center. No parking is permitted in lawn areas, in fire lanes or in areas designated for police, township and/or emergency services personnel. The Site Supervisor on duty will open the front doors at the time stated on the permit. Rec A and Rec B buildings have handicapped accessibility entry.

### **Alcohol – Prohibited**

Township Ordinance 59-4 prohibits the consumption or possession of alcohol within parks, recreation areas, playgrounds, community buildings, athletic fields, bodies of water and any other Township park and recreation area open for public recreational use.

### **Catering and Food Trucks:**

All food establishments located in Montgomery County must have a valid Montgomery County Office of Public Health (OPH) License to Operate a Food Service Establishment and insurance. The license must be posted in a conspicuous place. The license is not transferable. Food establishments are facilities that store, serve and/or prepare food for public consumption; they include but may not be limited to restaurants, retail food stores, caterers, cafeterias, mobile food vendors, and non-profit charitable facilities. Copies of license and insurance shall be provided to the Township upon request.

### **Entertainment:**

Entertainment Activities will require a certificate of insurance naming the Township as an additional insured to any general liability insurance policy maintained by the group/organization. Such coverage is deemed to be primary and non-contributory. Copies of insurance shall be provided to the Township upon request.

### **Waiver of Subrogation**

To the fullest extent permitted by law, the Renter and its employees, officials, volunteers, agents and representatives waive any right of recovery against the Springfield Township and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Renter's use or occupancy of the premises of the Springfield Township or arising out of Renter's operations on, at or adjacent to any premises of Springfield Township. Such waiver shall apply regardless of the cause of origin of the loss or damage, including the negligence of Springfield Township and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Renter shall advise its insurers of the foregoing and such waiver shall be provided under the Renter's commercial property and liability insurance policies and the Renter's workers compensation insurance policy, if any.

### **Strictly Prohibited**

The following activities and actions are strictly prohibited:

- Smoking of any kind in or outside the facility
- Open candles, flames, grills
- Gambling (*bingo is acceptable for fundraising*)
- Outdoor sport equipment
- Alcohol and/or drug use of any kind
- Animals on or off a leash
- Activities or games involving water
- Moon bounces indoors
- Helium Balloons



### Insurance Requirements

Compliance with the following insurance provisions are required to use or occupy the Springfield Township Recreation Center (the "Premises") or conduct operations incidental thereto unless waived or modified by the Township in its sole discretion. Any such waiver or modification shall be authorized in a written communication from the Township Manager.

1. The Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the Premises commercial general liability insurance or its equivalent which insures against bodily injury, property damage, personal injury and advertising injury claims arising from the Renter's use or occupancy of the Premises or operations incidental thereto, with minimum limits of:
  - a. \$ 1,000,000 each occurrence;
  - b. \$ 1,000,000 personal and advertising injury;
  - c. \$ 2,000,000 general aggregate; and
  - d. \$ 1,000,000 products/completed operations aggregate.
2. This commercial general liability insurance or its equivalent shall include the following:
  - a. Occurrence-based coverage (claims made coverage is not acceptable);
  - b. Liability arising from athletic or sports participation;
  - c. Liability arising from bodily injury to spectators; and
3. The liability coverage outlined in sections 1 and 2 above may be met by using the following:
  - a. Commercial general liability insurance;
  - b. Endorsement to homeowner's or renter's policy; or
  - c. Event liability insurance
4. If the Renter is anyone other than an individual (e.g., business, commercial, for-profit or non-profit entity), the Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the Premises business auto liability insurance which insures against bodily injury and property damage claims arising out of the ownership, maintenance or use of "any auto" (if no owned autos, hired and non-owned autos). A minimum combined single limit of liability for bodily injury and property damage of \$1,000,000 per accident shall apply.
5. If the Renter has any employees, the Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the Premises workers compensation insurance or its equivalent with statutory benefits as required by any Federal law, including standard "other states" coverage, and employers liability insurance or its equivalent with minimum limits of:
  - a. \$100,000 each accident for bodily injury by accident;
  - b. \$100,000 each employee for bodily injury by disease; and
  - c. \$500,000 policy limit for bodily injury by disease.
6. If requested by Springfield Township, the Renter shall secure and maintain, at its own expense, throughout the term of this agreement or its use or occupancy of the Premises umbrella excess liability or excess liability insurance or its equivalent with minimum limits of:
  - a. \$1,000,000 per occurrence;
  - b. \$1,000,000 aggregate for other than products/completed operations and auto liability; and
  - c. \$1,000,000 products/completed operations aggregate and including all of the following coverages on the applicable schedule of underlying insurance:
    - i. Commercial general liability;
    - ii. Business auto liability; and
    - iii. Employer's liability.
7. Evidence of Insurance/Insurers requirements
  - a. Renter shall furnish certificates of all insurance, acceptable to Springfield Township, evidencing all policies required above at execution of this agreement and prior to each renewal thereafter. Such insurance shall be written with insurers licensed to do business in the Commonwealth of Pennsylvania, with a current Best Insurance Reports rating of "A-" "V II" or better, unless otherwise approved by Springfield Township. The Township hereby grants specific approval for the acquisition of workers compensation and employers liability insurance from the State Workers' Insurance Fund (SWIF) of Pennsylvania.
8. All insurance policies required hereunder shall be endorsed to include the following provisions:



- a. List “Springfield Township” and its elected and appointed officials, employees and authorized volunteers as additional insureds as respects the use or occupancy of the Premises under all coverage except Worker’s Compensation and accident and health policies, and the certificate of insurance (or the certified policy if requested) must so state.
  - b. Coverage provided by the Renter hereunder shall be primary as respects the Township; it’s elected and appointed officials, agents, volunteers and employees. Any coverage maintained by the Township shall apply in excess of the insurance required by this agreement.
  - c. This policy is not subject to cancellation, non-renewal, material change, or reduction in coverage until after 30 days prior written notice has been given to the Township. (Therefore, the words “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives” are to be eliminated from the cancellation provisions of standard ACORD certificates of insurance.)
9. Any acceptance and/ or approval of any insurance by the Township shall not be construed as relieving or excusing the Renter from any liability or obligation imposed upon the Renter by the provisions of this agreement.



## APPLICATION CHECK LIST

Please read the contents of this Community Center Rental Application in entirety.  
Complete and return the following forms to the below contact:

**Mail:**

Attn: Parks and Recreation Department  
Springfield Township  
1510 Paper Mill Road  
Wyndmoor, PA 19038

**Email:**

Emily Croke, Parks & Recreation Director  
[ecroke@springfieldmontco.org](mailto:ecroke@springfieldmontco.org)  
215-836-7600

Completed Community Center Rental Application will be comprised of the following documents:

\_\_\_\_\_ **Permit Request Form** (Incomplete forms will not be accepted)

\_\_\_\_\_ **Security Deposit-** A **\$200 security deposit** is required for all permits to be processed.

Security deposits must be a separate check from the permit fee and submitted with application. Security deposit checks are either shredded or voided and returned to you after your rental barring any violations. Violations include: excess or littered trash, damage to structure, furnishings, and/or fields. Full payment must be submitted at least 10 business days before the requested reservation date. Failure to pay within ten days may void your permit.

\_\_\_\_\_ **Insurance** - Certificate of Insurance will list "Springfield Township" as additionally insured.  
*Springfield Township  
1510 Paper Mill Road  
Wyndmoor, PA 19038*

**For Fundraising or Organization Events:** *(not small intended for small parties)*

\_\_\_\_\_ **Food Establishment Forms** – Current Food Service Establishment License from Montgomery County Department of Public Health and a Copy of the Food Vendor’s Insurance.

\_\_\_\_\_ **Entertainment Forms** - A Copy of Insurance from each entertainment provider.



# COMMUNITY CENTER RENTAL APPLICATION

Please read the contents of this Community Center Rental Application Packet in its entirety.

## Facilities Available for Use

This permit does not entitle the permit holder exclusive use of the playground. Select the facilities needed:

<input type="checkbox"/> <b>GYMNASIUM (REC A)</b>	<input type="checkbox"/> <b>MULTI-USE BUILDING (REC B)</b>
Includes use of the stage area, basketball court and kitchen. The kitchen contains a refrigerator, microwave and sink.	Includes use of the carpeted front room, carpeted main event area, sink in front of building and small office with a refrigerator in rear of building.

**Date Requested** \_\_\_\_\_ **Time (include set-up/break-down)** \_\_\_\_\_

**Organization Name** \_\_\_\_\_

**Organization Address** \_\_\_\_\_

**Applicant/Contact Name** \_\_\_\_\_

**Applicant/Contact Address** \_\_\_\_\_

**Contact Phone No.** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Approx. # Attending** \_\_\_\_\_

**Please Describe Your Event:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food Establishments and Entertainment Activities (DJ, Balloon Artist etc.) will require a certificate of insurance naming the Township as an additional insured to any general liability insurance policy. List activities below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Indemnification





In consideration for permission to use Springfield Township’s park and recreation facility, Applicant agrees to the fullest extent permitted by law to defend, indemnify, pay on behalf of, and save harmless Springfield Township, its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys’ fees and all other costs connected therewith, arising out of or connected to the Applicant’s use or occupancy of the premises of Springfield Township.

**Signature below will acknowledge acceptance of the aforementioned conditions:**

\_\_\_\_\_  
Applicant/Contact Name (Print)

\_\_\_\_\_  
Township Representative Name (Print)

\_\_\_\_\_  
Applicant/Contact Signature

\_\_\_\_\_  
Township Signature for Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Received

*Office Use Only*

Rental Fees and Requirements

- Category A - \$25 per hour
- Category B - \$50 per hour
- Category C – No Charge
- \$200 Security Deposit
- Liability Insurance with “Springfield Township” listed as additionally insured

Permit Fee:                      Group Rate \_\_\_\_\_ x \_\_\_\_\_ # hours = \$ \_\_\_\_\_

Supervisor Fee:                Supervisor \$20        x \_\_\_\_\_ # hours = \$ \_\_\_\_\_

Total Fee:                      \$ \_\_\_\_\_

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

\_\_\_\_\_  
Approved or Denied:

\_\_\_\_\_  
Email Sent:

\_\_\_\_\_  
Security Deposit Check #:

\_\_\_\_\_  
Payment Form:

\_\_\_\_\_  
Security Deposit Returned:

\_\_\_\_\_  
Insurance:

Email completed forms to [ecroke@springfieldmontco.org](mailto:ecroke@springfieldmontco.org).  
Or mail to: Springfield Township Attn: Parks and Recreation  
1510 Paper Mill Road Wyndmoor, PA 19038