



**WARMINSTER TOWNSHIP  
PARKS and RECREATION DEPARTMENT  
WREC RENTAL REQUEST FORM**

**Please Print! Form must be filled out as completely and accurately as possible or may be returned.**

**APPLICANT INFO**

1. Organization \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Person(s) in charge of Organization (*Duly elected officers or committee*)

A. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

B. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Email \_\_\_\_\_ Cell Phone \_\_\_\_\_

**FACILITY REQUESTED**

3. Facility (list one park or WREC only; use other forms if more facilities are desired) \_\_\_\_\_

4. Planned Activity(s) \_\_\_\_\_

5. Specific Area(s) (Fields, rooms, etc) \_\_\_\_\_

6. Special Facilities \_\_\_\_\_

7. Special Equipment \_\_\_\_\_

8. Date(s): \_\_\_\_\_ through \_\_\_\_\_  
 Event Sun \_\_\_\_\_ to \_\_\_\_\_ Mon \_\_\_\_\_ to \_\_\_\_\_ Tue \_\_\_\_\_ to \_\_\_\_\_ Wed \_\_\_\_\_ to \_\_\_\_\_  
 Time(s) \_\_\_\_\_  
 Thu \_\_\_\_\_ to \_\_\_\_\_ Fri \_\_\_\_\_ to \_\_\_\_\_ Sat \_\_\_\_\_ to \_\_\_\_\_

Time of arrival before set-up \_\_\_\_\_ Time of departure after break-down/clean-up: \_\_\_\_\_

**Please notify staff on duty when arriving to the facility**

9. Estimate normal attendance at any given time \_\_\_\_\_ **Note:** Notify Parks and Recreation Department in writing if attendance on any particular date will be substantially higher than indicated.

**APPLICANT'S STATEMENT**

By signing below, I as duly elected officer or duly authorized of the above said organization, certify that our organization agrees:

A. To assume all risks in connection with the use of the facilities requested above and hereby release, absolve, indemnify and hold harmless the Township of Warminster and its employees from any and all claims and all cost, damages, legal fees and any other expenses reasonably incurred which arise out of authorization to use the facilities of the Parks and Recreation Department. We further understand this request and we agree to be legally bound hereby.

B. That the responsibility for carrying appropriate liability insurance and medical plans, including hospitalization, lie with our organization and /or participants, since the Township of Warminster does not carry such insurance. We will provide a certificate of insurance if requested.

C. To adhere to the Rules and Regulation Ordinance for Parks and Recreation facilities, a copy of which has been received.

D. To notify the Township of Warminster in writing within twenty-four hours of any hazardous conditions which exist.

E. That a deposit may be required if this application is approved, the deposit will be returned in full upon completion of the activity(s) if "C" is adhered to. Our organization's liability for damage incurred by the organization is not limited to the amount of this deposit fund.

**NOTE:** When signed below, the above named organization is authorized to use the facilities indicated. Applicant should carry this form with him/her during the effective dates and times covered by this application

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION**

**OFFICE USE ONLY (PERMIT not valid unless signed by a Parks and Recreation employee)**

Fee (s) - specify: \_\_\_\_\_ Date Received \_\_\_\_\_

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

\_\_\_\_\_  
AUTHORIZED SIGNATURE

edit: 2/14/2007

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**AGREEMENT FOR USE OF MULTI-PURPOSE ROOM OR CLASSROOMS**

Thank you for using the WREC! In order to help your event go smoothly, please take note of the following and sign below:

**Prior to event:**

- Look at multi-purpose room or classroom and ensure that it will fit your needs - **WE DO NOT HAVE AIR CONDITIONING!!!** Complete a facility request form (preferably one month in advance). Your request will be approved only after the Parks & Recreation Department has scheduled staff to work. If we cannot find staff for the date you want, your request will not be approved.
- The multi-purpose room holds a maximum of 120 people; a classroom holds a maximum of 40.
- Users will be charged for ALL of the time they or anyone associated with the event (DJ, caterer, etc.) are in the building (to the nearest quarter hour) - including set up & clean up. Fees are \$60/hr for multi-purpose room and \$25/hr for classroom. **Parks & Recreation requires a refundable deposit of \$100 due at time of request approval. Rental fee must be paid in full at least five days prior to the event.** If the time user is in the building exceeds the time paid, user must pay remaining balance for that additional time prior to leaving the WREC. The \$100 deposit will be refunded to User if gym or classroom is left in clean condition.
- Once date is approved, Parks & Recreation will sign & return one copy of facility use request form and this contract to user. Parks & Recreation will require proof that business/organization/homeowners/renters insurance, naming Warminster Township as an additional insured, is in effect on date of event.
- Designate room set-up - which tables and benches you want to use in multi-purpose room; how many tables you need in classroom.
- No one under the age of 18 will be allowed to rent facility.
- Cancellation policy: If user cancels within one week of event, fees paid will be refunded, minus a \$25.00 administrative fee.

**During event:**

- Please let staff know when you have arrived.
- User provides all materials and supplies; WREC provides tables, benches/chairs, trash bags, and cleaning supplies.
- Provide supervision for your event. Parks & Recreation must be assured that adequate supervision will be provided (at least 1 adult who is 21 or older for every 10 minors)
- If Parks & Recreation staff believes that there is not enough adult supervision, user will be notified that additional chaperones must be in attendance. If user does not provide adequate supervision after such notification or if order is not maintained, Parks & Recreation reserves the right to shut down the event.
- Maintain order of your event - participants cannot roam the hallways or leave building
- Stage is off limits to all participants unless specifically requested for DJ - if music can be heard beyond the limits of WREC property, Parks & Recreation staff will require that volume be lowered.
- If chairs are used, please assist staff in setting them up.
- Be sure all participants know location of rest room facilities.
- Alcohol and drugs are not allowed on any part of WREC property - Police will be notified if such items are found.
- Smoking is not allowed in WREC building.
- If you have any questions, please check with WREC staff.
- Parks & Recreation staff will call for Police assistance in the event of disorderly conduct or other unacceptable behavior. If this is required, the event will be shut down and no refund will be given.



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**Following event:**

- Help staff break down chairs and replace on racks.
- Wipe down tables and benches; spot mop floor for spills; dry mop.
- Remove all materials and supplies; take trash to dumpster.
- Pay rental fee to staff for any additional time required.
- User or other designated adult chaperoning the event must stay with all children/teens waiting for ride home until all have been picked up.
- Let staff know when everyone from your event has left the facility.
- If WREC facility is not properly cleaned up, deposit will be used to pay for additional cleanup necessary.

By signing below, User agrees to abide by all provisions listed above. User shall fully indemnify and hold Warminster Parks & Recreation and Warminster Township harmless from and against any and all claims and actions, and all expenses incidental to the defense thereof, based upon or arising out of damage or injury to persons or property caused by the fault or the negligence of User, its employees, agents, its vendors, or invitees and on behalf of itself, its agents, its vendors or its invitees, hereby releases Warminster Parks & Recreation and Warminster Township of any liability, whether arising from Warminster Parks & Recreation and Warminster Township's negligence or otherwise, for any claim, including, but not limited to, personal injury or damage to property; provided, however, the User shall not be liable for injury, damage, or loss caused solely at the fault or negligence of the Warminster Parks & Recreation and Warminster Township, its employees, or agents.

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AUTHORIZED SIGNATURE

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DATE

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PARKS AND RECREATION SIGNATURE

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DATE