



PETERS TOWNSHIP FACILITY REQUEST FORM



PETERS TOWNSHIP PARK & RECREATION DEPARTMENT

Park and Recreation Office, 700 Meredith Drive, Venetia, PA 15367,
Phone 724-942-5000 Fax: 724-941-1395 www.peterstownship.com

| | | | |
|----------------|----------|------------|------------|
| Contact Person | _____ | | |
| Organization | _____ | | |
| Address | _____ | | |
| | (Street) | (City) | (Zip-Code) |
| Home Phone | _____ | Work Phone | _____ |
| Cell Phone | _____ | Email | _____ |

| | | | |
|-----------------------------------|-----------------------------|------------------------|-------------------|
| Room/Area Requested | _____ | Date Requested | _____ |
| Time: Start (include Set up) | _____ | End (include Clean up) | _____ |
| Purpose of event | _____ (Party, meeting etc.) | | |
| Will there be food at this event? | _____ | | |
| Approximate # of Adults attending | _____ | Children | _____ Total _____ |

- Initial _____ **NO** alcoholic beverages permitted
- Initial _____ **No** collection of monies permitted
- Initial _____ Cleaning and damage deposits are refunded according to the condition of the room after use. Tables, surfaces and all furnishings should be wiped clean, spills cleaned off the floor and all trash bagged and taken to the dumpster on the side of the building
- Initial _____ Reservations are not complete until fee and deposits are paid in full and are taken on a first come first serve basis
- Initial _____ Tables and chairs must be placed in the storage room following the event
- Initial _____ Areas must pass inspection to receive security deposit – Deposits are issued Monday through Friday only
- Initial _____ Cancellations made more than fourteen days prior to the event will receive a refund minus a \$5 processing fee. **No refunds will be given if the cancellation is made fourteen days or less prior to the event**
- Initial _____ Person responsible for the event must meet with the staff when they arrive at the facility the day of event
- Initial _____ Times include set up and clean up. **NO** additional time will be permitted without prior notification

Reservations must be made at least one week in advance. Peters Township and its agents shall not be liable for injuries sustained by any person. The party hereby agrees to indemnify, save harmless and defend Peters Township and its Council, board members, employees agents or assigns, from and against any or all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by Peters Township or others, or death of any person, arising or growing out of our in connection with the use of township facilities granted pursuant to this application. The person signing below understands and agrees to these terms, accepts responsibility for adherence to the Special Use Policy guidelines, and is duly authorized by the sponsoring party to sign below.

I have read and agree to abide by the rules above

Signature: _____ Date: _____

| | | | |
|--|------------------------------|-------------------------------------|--|
| <u>For Office Use Only</u> | | | |
| Approved _____ | Denied _____ | | |
| Amount Received \$ _____ | Receipt # _____ | Form of Payment: _____ | |
| Security Deposit: yes _____ no _____ | Amount \$ _____ | Form of Payment _____ | |
| Insurance Certificate needed: yes _____ no _____ | Received: yes _____ no _____ | (Due within two days after request) | |
| Issued by: _____ | Date: _____ | | |

Notification: Park Maintenance Staff _____ Police _____ Fire Department _____ Ambulance _____

Community Recreation Center Fee Schedule

Staff Member required on site during all CRC rentals

All Rentals (except Peters Township Departments) will be assessed an additional \$20 per hour for staff and overhead costs, for rentals outside of regular facility hours

CRC Facility Hours

Monday – Friday 8:30 am to 9:00 pm

Saturday 9:00 am to 5:00 pm

Sunday 1:00 pm to 5:00 pm

Rates are per hour

| Category | Gym (1 side) | Classroom | Multi- Purpose | Fitness Room | Conference Room |
|--|-----------------|-----------|-------------------|-----------------|--------------------|
| Township Departments | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Sports Associations and Peters Township Schools | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Resident Private Party | \$65.00 | \$25.00 | \$40.00 | \$45.00 | \$25.00 |
| Nonresident Private Party | \$245.00 | \$85.00 | \$145.00 | \$150.00 | \$85.00 |
| Resident Youth Organization | \$40.00 | \$20.00 | \$25.00 | \$40.00 | \$20.00 |
| Nonresident Youth Organization | \$145.00 | \$65.00 | \$75.00 | \$100.00 | \$65.00 |
| Resident Non-Profit Organization | \$65.00 | \$25.00 | \$40.00 | \$45.00 | \$25.00 |
| Nonresident Non-Profit Organization | \$245.00 | \$85.00 | \$145.00 | \$130.00 | \$85.00 |
| Resident For Profit Group | \$115.00 | \$35.00 | \$65.00 | \$65.00 | \$35.00 |
| Nonresident For Profit Group | \$445.00 | \$125.00 | \$245.00 | \$200.00 | \$125.00 |
| Security Deposit (Except Township, Associations and Schools) | \$100.00 | \$50.00 | \$75.00 | \$75.00 | \$50.00 |

| | A/V Equipment | PA System | Overhead Projector | Stage |
|---|---------------|-----------|-----------------------|-----------|
| Resident | \$20.00 | \$30.00 | \$10.00 | *\$100.00 |
| Non-Resident | \$40.00 | \$60.00 | \$20.00 | *\$200.00 |
| All rates are per hour (* in addition to gym rental) | | | | |

Resident – Facilities can be reserved up to 6 months in advance

Nonresident – Facilities can be reserved up to 1 month in advance

Conference Room – For meeting, clinic, seminar type of activity

Fitness Room – For fitness or dance related activity only

No food or beverage in the room

No tables or chairs