



**WARWICK TOWNSHIP  
PARKS and RECREATION DEPARTMENT  
FACILITY/ROOM RENTAL FORM**

**APPLICANT'S STATEMENT FACILITY APPLICANT INFO**

Name of Group/Organization \_\_\_\_\_ Date \_\_\_\_\_

Nature of Event \_\_\_\_\_ Approx # of people \_\_\_\_\_

Name of Person Assuming Responsibility \_\_\_\_\_

Address \_\_\_\_\_ Warwick Resident? Y or N

Phone Number \_\_\_\_\_ cell \_\_\_\_\_ email \_\_\_\_\_

Date Requested \_\_\_\_\_ Time \_\_\_\_\_

FEE: \$20/hour X \_\_\_\_\_ hr(s) = \$ \_\_\_\_\_ ck # \_\_\_\_\_

Facility Requested	Dates From – To	Days Each Week	Time From – To
<input type="checkbox"/> Community Room	_____	_____	_____
<input type="checkbox"/> Community Room #2	_____	_____	_____
<input type="checkbox"/> Main Meeting Room	_____	_____	_____
<input type="checkbox"/> Caucus Room	_____	_____	_____

- By signing below, I as the responsible person, or duly authorized of the above said organization, I (we) certify and agree:
- A. To assume all risks in connection with the use of the facilities requested above and to the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless Municipality, 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 connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of Municipality.
  - B. The Applicant and its employees, officials, volunteers and agents shall be solely responsible for any loss or damage to property of the Applicant or its invitees, employees, officials, volunteers, agents and representatives while such property is on, at or adjacent to the premises of the Municipality.
  - C. The Applicant is responsible for carrying appropriate liability insurance and medical plans, including personal and bodily injury, general aggregate, and property damage claims arising out of liability assumed under this agreement. Specific minimum limits of liability can be provided upon request. The Applicant will provide a certificate of insurance if requested.
  - D. That a deposit may be required if this application is approved, the deposit will be returned in full upon completion and adherence to the rule and regulations. The liability for damage incurred by the Applicant is not limited to the amount of this deposit fund.
  - E. To notify the Municipality in writing within twenty-four hours of any hazardous conditions which exist.
  - F. To adhere to the Rules and Regulations for Parks and Recreation facilities on the back of this sheet.

**I have received and read the Park & Recreation policies relating to the use of facilities and equipment and accept responsibility for meeting requirements as outlined:**

Signature of Responsible Person: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR TOWNSHIP USE ONLY:**

- APPROVED FEE: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_
- DENIED
- Signature of Warwick Representative \_\_\_\_\_



# WARWICK TOWNSHIP PARKS and RECREATION DEPARTMENT

## RULES and REGULATIONS for Use of Warwick Township Meeting Rooms

1. Group leader filing permit is responsible for the room. All reservations should be made one week in advance. Reservations are made on a first come first serve basis.
2. Applications will only be accepted from the Group Leader of an organization.
3. The Police will open and lock the room during off hours. If the building is locked when you arrive, please contact the police dispatcher at (215) 343-0100 and request the room to be opened for your group. It is suggested that you (the group leader) arrive 15 minutes prior to your scheduled activity.
4. Groups may use the tables and chairs available in the room. **THE ROOM MUST BE RETURNED TO ITS ORIGINAL SETTING BEFORE YOU LEAVE.**
5. Your group must clean up any trash or debris before leaving the facility. Any food items must be removed from the facility.
6. Please check the bathrooms before leaving as you are also responsible for your group using these facilities.
7. If you find the room in unsatisfactory condition upon arrival, please notify Sarah Prebis, in writing.
8. DO NOT PROP THE DOORS OPEN.
9. No group may congregate in the hallways or keep the interior door open during regular business hours.
10. Township rooms are not available on Election Day or holidays during which the Township offices are closed.
11. The **COMMUNITY ROOM** may be used by Township groups who have made application, paid any applicable fees and been approved. The limit for this room is 40 people.
12. The **COMMUNITY ROOM #2** may be used by Township groups who have made application, paid any applicable fees and been approved. The limit for this room is 20 people.
13. The **CAUCUS ROOM** is limited to 10 people.
14. The **MAIN MEETING ROOM** is limited to 90 people.
15. Township Departments have priority on any non-reserved time.
16. NON-PROFIT groups must have 50% Township resident participation (Roster required).
17. Any groups that accept public membership must be open to all Warwick Township residents.
18. Fees: Profit Groups and Non-Profit Groups and Residents
  - a. The fee for any group is \$20 per hour. THERE ARE NO EXCEPTIONS.
  - b. This check or cash must be presented to the township at least one week prior to the event.
  - c. All fees are due at the time of the application.
  - d. There must be a separate application presented for each use of the facility.
19. Cancellation Policy:
  - a. If you need to cancel the use of the room for any reason, you must do so 2 weeks prior to your scheduled date.
  - b. Your payment will be returned minus a \$10 administrative fee.
  - c. Any cancellation needs to be presented in writing to the Parks and Recreation Department.
20. A permit must be obtained from the Township before any erection of signs in the Township. Sign permit applications are available at the Administration Building or online at <http://www.warwick-bucks.org/permits.htm>. The rules governing sign size and placement are found in Article XXI of the Warwick Township Code, which is available online at: <http://www.ecode360.com/?custId=WA1313>.
21. This application is NON-TRANSFERRABLE.

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Signature of Group Leader

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Date

Township: (215)343-6100

Police Non-Emergency: (215) 343-0100

Police: 911