

New Hanover Township
Recreation Center Permit Usage Application

Name of Organization/Individual: _____

Contact Person: _____

Type of Event: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ Email Address: _____

Address: _____

Today's Date: _____

Requested Usage Date(s): _____

Start Time(including set up):____ End Time(include clean up): ____ Total Number of hours: _____

Activity/Proposed Use: _____

Estimated Attendance: _____ New Hanover Township Resident: Yes or No (please circle)

Adult(s) Responsible and Contact Phone Number(s) (must be present during usage period):

Permit Usage Agreement

I have read and agree to abide by the rules provided to me in connections with my request to use the New Hanover Recreation Center (see attachments). By my signature, I acknowledge receipt of these rules and terms provided with this form. I agree and am responsible for any damages or vandalism that occurs during the event and agree to pay accordingly.

Signed: _____ Date: _____

Hold Harmless Agreement

I recognize that the activity I propose to conduct at the New Hanover Township Recreation Center involves the risk of injury and by entering into this Agreement, I, _____, as the person in charge agree to defend, indemnify, and hold harmless New Hanover Township, its representatives, and/or assignees for injury or property damage suffered by myself or anyone in connection with or incident to the usage of the New Hanover Township Recreation Center under this Agreement.

Administration Use Only

Approved _____ Scheduled _____ Security Deposit _____

Usage Fee _____ Paid by: Cash or Check Certificate of Insurance _____

NEW HANOVER TOWNSHIP RECREATION CENTER
POLICY & PROCEDURES

- Usage time **starts when you enter the building and ends when you leave.**
- No gum, food or drinks are permitted in the gym except beverages in a closed container. Exceptions will be made for specific activities.
- Do not drag tables, chairs or other heavy objects.
- Pets and non-working special needs animals may not be brought into the gym.
- Smoking and open flames are prohibited inside the building and anywhere on the grounds.
- No running or horseplay in the hallways, common areas, bathrooms or locker rooms.
- No unaccompanied minors under the age of 16.
- The gym and hallways must be left in **a clean and orderly fashion.** All chairs, tables and other equipment must be returned to the proper storage area. **Lights must be turned off.**
- Bubbles, silly string, and carpet damaging activities are prohibited.
- Ensure all guest leave the facility premises (including parking lot area) immediately following your event or class.
- Liability Insurance must be provided to the Township.

Please Take Note of the Following:

- Violation of these rules will result in termination of the Usage Agreement.
- Damage discovered during the inspection by staff after the usage period will result in an appropriate charge against the permitted party. Please report any damage prior to your usage period to the New Hanover Township Recreation Department at (610)652-2720.
- All cancellations or reschedules are subject to a \$25 fee. No cancellations or rescheduling within fourteen days of the event.
- New Hanover Township is not responsible for lost, stolen or damaged property.
- The Director of Recreation reserves the right to supersede any of the above Policies and Procedures or institute new Policies and Procedures as deemed necessary to protect the rights of the residents/users and the facility.

Individual Responsible for Permit Usage

Date

New Hanover Township Recreation Center Rental Fees

Fee Schedule:

Gym Use Fee:

Residents/Non-Profits (No Furniture or Kitchen)	-	\$30 an hour/2 hr. minimum
Non-Residents (No Furniture or Kitchen)	-	\$45 an hour/2 hr. minimum
Residents/Non-Profits (Kitchen and/or Furniture)	-	\$50 an hour/2 hr. minimum
Non-Residents (Kitchen and/or Furniture)	-	\$75 an hour/2 hr. minimum

(Usage time starts when you enter the building and ends when you leave)

Individual Room:

Residents/Non-Profits (No Furniture)	-	\$10 an hour
Non-Residents (No Furniture)	-	\$20 an hour/2 hr. minimum
Residents/Non-Profits (Furniture/TV/Conf.)	-	\$15 an hour
Non-Residents (Furniture/TV/Conf.)	-	\$25 an hour/2 hr. minimum

(Usage time starts when you enter the building and ends when you leave)

Security Deposit – \$250.00 (Check will be destroyed after the event if no damage has occurred to the property.)

Makes Checks Payable to: NEW HANOVER TOWNSHIP RECREATION

RENTAL FEES:

\$ _____ per hour x _____ hrs. = \$ _____

Total Rental Fee: \$ _____

Security Deposit (separate check) \$ _____

TOTAL AMOUNT DUE: \$ _____