



**West Norriton Township ~ Department of Parks & Recreation**

1630 W. Marshall Street ~ Jeffersonville, PA 19403

Phone: 610.630.1251 ~ Fax: 610.630.0304

[www.westnorritontwp.org](http://www.westnorritontwp.org)

**Facilities Rental Request Form/Permit**

Individual or Organization: \_\_\_\_\_ (“Lessee”)

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ City & Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Rental Date(s): \_\_\_\_\_ Rental Time: \_\_\_\_\_

Event/Purpose of request: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Please check the field/facility you are requesting:

- Jefferson Firehouse Recreation Site       Padden Park
- Betzwood Park       Centennial Park
- Other: \_\_\_\_\_

Does your group require any special provisions?

- Bathrooms       Pavilion       Tennis Courts       Basketball Courts       Softball Fields

The Lessee agrees to the following provisions:

1. **HOLD HARMLESS.** The Lessee shall hold harmless West Norriton Township, its officers, agents, representatives, and assigns (collectively, the “Township”) from any and all damage; or loss, or liability of any kind whatsoever occasioned by the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other person admitted by Lessee upon and/or within the rented property. Such loss and damage includes, but is not limited to, all physical and emotional injuries and any damage to property.
2. **INDEMNIFY.** The Lessee shall indemnify the Township from any and all damage; or loss, or liability of any kind whatsoever occasioned by the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other person admitted by the Lessee to the rented property. Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claim or demands.
3. **CLEANING.** The Lessee shall return the rented property to the substantially same condition it was received. The lessee will be responsible for cleaning and removing all decorations and trash by the end of the Rental Time. The Lessee is also responsible for removal of all personal articles, including left over food, decorations, and depositing trash in the designated trash areas. If it becomes necessary for the Township to clean the property after the rental, there will be a charge at a rate of \_\_\_\_\_ per hour per employee.
4. **EXERCISE OF DUE CARE.** The Lessee shall exercise due care in the preservation of the rented property and shall abide by all state and local rules and regulations.

\_\_\_\_\_  
Signature of Lessee, Title (if applicable)

\_\_\_\_\_  
Date

Completed application must be submitted to the West Norriton Township Parks & Recreation Department. Reservations must be made no later than (14) days in advance of the date requested. Reservation time requests may not exceed 4 hours.

**Pavilion Rental: \$75**  
**Field Rental: \$35/hour**

Checks can be made payable to West Norriton Township.

<b>FOR OFFICE USE ONLY</b>
Date of Received Application: _____
Insurance Certification Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Date Permit Issued: _____ By: _____