



# Falls Township Parks & Recreation Facility Use Application Information

## Overview

Falls Township Parks & Recreation manages numerous facilities, such as the Falls Township Community Park, Quaker Penn Park and The Fallsington Memorial Park, which may be rented out to individuals and organizations. To request use of a Falls Township Parks & Recreation facility for a basic event, such as a picnic or soccer games, complete the listed process below.

For more organized events, such as a walk-a-thon or multi-day event, please follow the Special Event Policy. For wedding ceremonies at the Fallsington Commemorative Park, please follow the Gazebo Rental Policy

## Request Process

To submit a request to reserve space managed by Falls Township Parks & Recreation, follow the procedure below.

1. Phone the Parks & Recreation Office and provide the event date, time and location desired. If available, the applicant will be given a tentative hold and the Facility Use Application will be mailed.
2. The applicant will have one week – from the receipt of application – to submit the completed application, rental fee, and security deposit. *It is important to note that if payment is not received within one week, the reservation will be cancelled.*
3. Once the Parks & Recreation office has received the completed application, rental fee, and security deposit in the allotted time frame, the Facility Use Application will be processed, and a Facility Use Permit will be provided to the application. It is the responsibility of the applicant to bring the Facility Use Permit to the event.

If the applicant listed on the Facility Use Application does not receive the proper paper work within the allotted time frame, please contact the Parks & Recreation office to check on the status of the application.

## Payment Information

The Rental Fee is as follows: **Falls Township Residents - \$95. Non-Residents - \$170**

In addition to the Rental Fee, a Security Deposit is required for all rentals. Applicants should not date the Security Deposit check. The checks are held in a safe and are returned to the applicant after the event – provided there are no damages. The Security Deposit structure is as follows:

Up to 25 People	\$100
26-50 people	\$200
51-75 people	\$300
76-100 people	\$400
101-150 people	\$600
151-200 people	\$800
201 or more people	\$1000