

Falls Township Parks and 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 or 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 has 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 applicant. 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 with in 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- \$110. Non-Residents- \$185. Non-Profit Organizations - \$35.00 (Must attach a copy of current 501-C)

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	\$1,000

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This completed form, along with rental fee and security deposit, must be submitted to Falls Township in order to properly reserve a Falls Township Parks & Recreation facility or facilities. **Office Hours:** Payment accepted in the Finance Department from 8:30am to 4:30pm, Monday thru Friday

After Hours Drop Box: located in the Municipal Complex Parking lot. Do not leave cash in box.

Mailing Address: 188 Lincoln Highway, Suite 100, Fairless Hills, PA 19030 Make Checks Payable: "Falls Township" - Do not date Security Deposit check

Applicant Information							
☐ Falls Township Resident ☐ Non-Resident Non-Profit must attach copy of current 501-C							
Name of Applicant/Organization:							
Name of Contact Person:							
Mailing Address:							
Phone: Work Home Cell							
Email							
Name of Alternate Contact:							
Phone: Work Home Cell							
Facility Requested							
☐ Community Park Basketball Court A ☐ Community Park Basketball Court B							
☐ Community Park Field- Please circle the field number(s) requested							
1 2 3 4 5 6 7 8 9							
☐ Community Park Picnic Pavilion Phase I (A) ☐ Community Park Picnic Pavilion Phase II (B)							
□ Community Park Small Gazebos- Please circle the gazebo requested A B C D							
□ Community Park Roller Hockey Court □ Community Park Volleyball Court							
☐ Quaker Penn Park Field A ☐ Quaker Penn Park Field B							
☐ Quaker Penn Park Pavilion ☐ Other:							
Event Information							
Day of Week Requested: ☐ Sun ☐ Mon ☐ Tues ☐ Wed ☐ Thur ☐ Fri ☐ Sat							
Date(s) of Requested Use:							
Time of Requested Use: (include set up & clean up)							
Purpose of Event: Estimated Number of Attendees:							

<u>Addit</u>	ional Event Inform	ation					
Do you	require use of the field	lights?	☐ Yes	□ No			
If yes, e	estimated time:		_				
Do you	require use of the barb	ecue grills?	☐ Yes	□ No			
Do you	require use of the restr	oom facilities?	□ Yes	□ No			
Special	Equipment Requested	:					
Polos	oo Waiyara and (Other Importan	at Informa	ntion			
Relea	se, Waivers, and C	other importar	it imorma	ation			
If you are requesting the use of facilities for an organized league or continual use basis, schedules of potential practice times, games or activities must be submitted along with this request.							
All facilities within the Township may be used on a first come first serve basis. However, approved Events or Uses will take priority over the general public.							
The Township reserves the right to close any facility due to weather or conditions which may affect the maintenance of the facility or the safety of the users. Refunds due to inclement weather are rare and are given at the discretion of the Parks & Recreation Director							
Falls To	-	groups will have	priority over	groups in making field reservation	on		
Motor Vehicles are not permitted to drive on any park trail, if you need to access the trail area by vehicle for any reason you MUST contact the On Duty Park Security Officer.							
The undersigned agrees to abide by the rules and regulations set forth in the <u>Township of Falls Code Chapter 168</u> , and the Township rules and regulations applicable to the area being used, and will not conduct said place of recreation in such a manner as to constitute a public nuisance. The undersigned further agrees to leave the site in a clean and orderly condition after the Event or Use, and to cooperate with any Township Official requesting the User to act under the above stated guidelines. Full responsibility for any damage to property or persons is assumed by the undersigned as an agent for the sponsor of the Event or Use.							
The To	wnship of Falls is saved	d harmless from a	ny responsil	bility hereby created.			
Signatu	ıre of Applicant/Sponso	r*	_ Da				
	led. Please clean up ti			d your reservation may be your security deposit may be			
		For Offici	al Use Only				
	ceived:	Fee Charged:		Received by:			
Security	Deposit Amount:			Received by:			
cc:	Applicant Police Department (if over 1 Public Works Department Park Security	00 people)					