



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 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 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- \$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

Revised 02/23/2022



Falls Township Parks and Recreation Facility Use Application

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: _____

