

Phoenixville Borough Recreation Department
501 Franklin Ave.
Phoenixville Pa 19460
610-933-7728

RECREATION CENTER RENTAL APPLICATION

Name and/or Organization: _____

Address: _____

Email: _____ Telephone: _____

Type of Event/Activity: _____

Date(s) of reservation*: _____ Time of reservation**: _____

*Contact Rec Dept for availability

**Include set up & clean up

* Off hour approval is based on staff availability

Number of People Attending: _____ Tables and Chairs (please circle choice) Yes No

I/We hereby request reservation for the following:

- Multi Purpose Space (check all that apply)
 - 40 ppl or less (\$50 resident/\$60 Non-Resident per hour)
 - 40-80 ppl. (\$75 resident/\$90 Non-Resident per hour)
 - 80-125ppl (\$125 Resident?/\$150 Non-Resident per hour)
 - Stage (\$20 Resident/\$25 Non-Resident per hour)
 - Kitchen (\$20 Resident/\$25 Non-Resident per hour)
- Gym
 - Full Gym (\$100 Resident/\$125 Non-Resident per hour)
 - Half Gym (\$50 Resident/\$70 Non-Resident per hour)
- Activity Space
 - Small Activity Room (\$25 Resident/\$35 Non-Resident per hour)
 - Wellness Room (\$30 Resident/\$40 Non-Resident per hour)
 - Exercise Room (\$35 Resident/\$45 Non-Resident per hour)
- Conference Room
 - Holds 12 ppl. (\$30 Resident/\$40 Non-Resident per hour)

Cancellation Policy- Either party must give at least 15 days notice prior to the event. Events cancelled less than 2 weeks before the event will be charged a \$50.00 cancellation fee. The Phoenixville Recreation Dept reserves the right to cancel any one of the above activities/events at any time due to the coronavirus pandemic.

LIABILITY RELEASE

(Name/Organization) _____

- ❖ Hereby requests permission to use Borough of Phoenixville premises and conduct activities thereon.
- ❖ Hereby agrees to save, hold harmless, defend, and indemnify Borough of Phoenixville and its officials, employees, and volunteers from any and all claims, demands, or causes of action heretofore or hereafter arising or relating to use of Borough of Phoenixville premises and our activities conducted thereon.
- ❖ Hereby agrees that you leave the facility you are using in the same condition in which you found it. Users will be held liable for damages to equipment and property.

The undersigned does hereby knowingly, voluntarily, and willingly executes this release:

Signature: _____ Date: _____

Your Request is: APPROVED DENIED

Borough Staff Signature: _____

Fee: \$ _____ Date Paid: _____ Method of Payment: Cash / Check _____