



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

RECREATION CENTER RENTAL APPLICATION

Name and/or Organization: _____ Non-profit requires documentation

Address: _____

Email: _____ Telephone: _____

Type of Event/Activity: _____

Date(s) of reservation*: _____

***Contact Rec Dept for availability**

*** Off hour approval is based on staff availability**

Reservation time: (Please add/include set-up and clean-up time to reservation): _____

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 \$60 per hour Borough Resident Discount \$50 per hour Non-profit \$40 hour
 - 40-80 ppl. \$90 per hour Borough Resident Discount \$75 per hour Non-profit \$60 hour
 - 80-125ppl \$150 per hour Borough Resident Discount \$125 per hour Non-profit \$100 hr.
 - Kitchen \$25 per hour Borough Resident Discount \$20 per hour
- Gym
 - Full Gym \$150 per hour Borough Resident Discount \$125 per hour Non-profit \$100 hr.
 - Half Gym \$100per hour Borough Resident Discount \$75 per hour Non-profit \$50 hr.
- Activity Space
 - Small Activity Room \$35 per hour Borough Resident Discount \$25 per hour
 - Wellness Room \$45 per hour Borough Resident Discount \$35 per hour
 - Exercise Room \$45 per hour Borough Resident Discount \$35 per hour
- Conference Room
 - Holds 12 ppl. \$20 per hour Borough Resident Discount \$10 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) _____

- ❖ All organized groups or outside vendors renting the facility must provide a certificate of liability insurance, in the amount of \$1,000,000, naming Phoenixville Borough as additionally insured.
Organized group means multiple individuals who are members of a chartered or sponsored unit, club, team, or similar entity
- ❖ 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 _____

Set Up instructions: