



CONSHOHOCKEN COMMUNITY CENTER AT THE FELLOWSHIP HOUSE FACILITY RESERVATION REQUEST

Name: _____ Date Submitted: _____

Address: _____

Phone#: _____ Email Address: _____

Type of Rental (CIRCLE ONE)

1. Meeting Room- \$50 per hour
2. Activity Space- \$50 per hour
3. Gym- \$80 per hour (\$75 per hour for 6 sessions or more)
4. Multi-Purpose Room- \$100 per hour

Rental Policies and Procedures:

- The Conshohocken Community Center at The Fellowship House only allows facility rental reservations within hours of operation.
- All arrangements for facility requests or scheduling an event should be processed through your Rec Desk profile or by speaking directly to a Community Center staff member at the Front Desk.
- A \$25 non-refundable deposit is required. The difference must be paid in full five (5) business days prior to the event. If the payment is not paid in full, the reservation will be canceled.
- I understand and agree to the activity refund policy that a full refund will only be given when a program is cancelled by **Borough of Conshohocken Department of Recreation Services and Parks and the Community Center at the Fellowship House**. A refund request at least five (5) business days prior to the program, or one (1) week prior to park rentals, will receive a refund less 5%. NO REFUNDS will otherwise be given. All refunds are subject to State Board of Accounts claim procedures and may take up to seven (7) business days to process.
- Food and refreshments are permitted. **Alcoholic beverages are prohibited.**
- Arrangements- any specific facility arrangements (chairs/tables/etc.) must be submitted no later than 5 calendar days prior to the event in conjunction with final payment. If arrangements are not made within the designated timeframe, they become the sole responsibility of the lessee.
- If a caterer is used, staff must be notified of the specific arrangements, particularly any change in entry time. Please note that changes in entry time could result in an increase in hourly cost.
- Smoking is prohibited.
- Cleanup Policy- All facilities must be left clean and orderly. All trash must be disposed of properly. Tables must be wiped down, floors must be swept, sticky spots and spills must be mopped, and the kitchen must be wiped down and swept. Failure to comply may result in additional charges for maintenance and clean up.
- Any request to waive the appropriate fee must be submitted, in writing, to the Director of Recreation Services and Parks.
- If there is any damage or breakage during the event, you will be responsible for the cost of any necessary repairs. This also includes any and all wall hangings and decorations that are on display.
- Reservations are made on a first come, first served basis. Cash, checks and money orders are accepted. **Please make all checks/money orders payable to the Borough of Conshohocken.**

Please sign below to indicate that these procedures and rules have been read and are understood.

Signature: _____ Date: _____



CONSHOHOCKEN COMMUNITY CENTER AT THE FELLOWSHIP HOUSE FACILITY RESERVATION REQUEST

Rental Specifics:

Date(s) and Time(s): _____

Activity Description: _____

Contact Person: _____ Telephone Number: _____

Number of Adults: _____ Number of Children: _____ Rental Cost: _____

Security Deposit Amount: _____ Total Amount Due (minus security deposit): _____

Please describe your set up needs for the event (i.e. number of tables, number of chairs...etc.).

Internal Use Only:

Amount Paid in Full: _____ Payment Type (credit card/cash/check/money order): _____

Date Received: _____ Certificate of Liability Insurance on File (Yes/No): _____

Insurance Requirements:

We understand all procedures associated with this request and accept the legal and financial responsibilities involved in the use of Borough facilities. We also verify that the above activity is fully insured and are providing a CERTIFICATE OF INSURANCE evidencing:

(For Groups/Organizations): Commercial general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000.00, which names the Borough of Conshohocken, its agents, servants, and employees as additional insured.

(For Private Individuals): Homeowners/Liability insurance with per occurrence and aggregate limits of not less than \$300,000.00 which names the Borough of Conshohocken, its agents, servants, and employees as additional insured.

We understand that if the regulations governing the use of this facility are violated in any way, the permit is revoked and all fees are forfeited.

We assume all risks and hazards incidental to the activity related to its use. To the extent permitted by law, we hereby release, absolve, indemnify, defend and hold harmless the Borough of Conshohocken, the Borough of Conshohocken Department of Recreation Services and Parks, and their agents, servants and employees, from any and all liability due to any damage or injury to any person or property arising from our use of the Borough facilities.

Printed Name: _____

Signature: _____ Date: _____

Approved by: _____ Date: _____

Recreation Services Manager