



**NORTHAMPTON TOWNSHIP PARKS AND RECREATION
INDOOR RECREATION FACILITY USE APPLICATION
345 NEWTOWN RICHBORO ROAD, RICHBORO, PA**

Return completed application to: **Northampton Township Parks & Recreation**
55 Township Road, Richboro, PA 18954

GENERAL INFORMATION

Organization/League/Team (if group use) _____

Applicant's Name _____
(Applicant is the contact person responsible for the requested facility and who will be present during use. *If this person is different than the person who will be on site during use or who needs to be notified in the event of any changes or concerns once approval is granted please provide contact information below.*)

Street Address _____ City _____

State _____ Zip _____ E-Mail Address _____

Phone# (Home) _____ (Work) _____ (Cell) _____

Contact Person (person who will be on-site) _____ Phone # _____

AREA REQUESTED *(If unsure please discuss with Parks & Rec Representative)*

- Multipurpose Room Party/Art Room Dance Room Full Gymnasium (Rec) Full Gymnasium (Welch)
 Half Gym & Rental Room Multipurpose & Party Room Other (specify) _____

PROPOSED USE FOR FACILITY BEING REQUESTED

Estimated number of people attending: _____

DAY, DATE, TIME REQUESTED

Day(s): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date(s): _____ Time: from: _____ to: _____
(Includes set up /clean up)

Exceptions _____

The applicant/group agrees to abide by all Northampton Township Parks & Recreation rules and regulations. The applicant/group further agrees to leave the site in a clean and orderly condition after use. 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 Township of Northampton, its officials, employees, agents, and volunteers shall be saved harmless from any claim and/or liability hereby arising out of, or in connection with the function activities and uses of requested premises. I have read and received the Northampton Township Parks and Recreation Field & Facility Use Policy and the Rules and Regulations relating to the use of its facilities and equipment and accept the responsibility for meeting the requirements stated therein.

Signature of Applicant _____ **Date** _____

REQUIRED **FINAL PERMIT WILL NOT BE ISSUED UNTIL ALL FEES ARE PAID**

- Insurance:** Homeowners Insurance Declaration Page or Certificate of Insurance naming Northampton Township as an additional insured and certificate holder _____
- Non-Refundable Deposit (will be applied to Use Fee):** Payable by Cash, Check or Credit Card \$ _____
- Fees:** Payable by Cash, Check or Credit Card: Use Fee \$ _____ Equipment Rental Fee \$ _____
Parks and Rec Staff Fee \$ _____ Other Township Staff Fee \$ _____
- Separate Refundable Security Deposit:** Payable by check only.
Facility Security Deposit \$ _____ Equipment Usage Security Deposit \$ _____

TO BE COMPLETED BY Parks & Rec _____ **Date Application Received** _____

Approved Approved with changes _____
 Not Approved/Reason _____

Parks & Rec Signature



PERMIT:

TO BE COMPLETED BY Parks & Rec

AREA REQUESTED:

- Full Gymnasium (Rec) Half Gymnasium (Rec) Full Gym Welch (Full Only) Party/Art Room
- Dance Room Multi-Purpose Room Half Gymnasium & Party Room Multi-Purpose Room & Party Room
- Other (specify) _____

INSURANCE: *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE*

- Certificate of Insurance naming Northampton Township as an additional insured and certificate holder
- Current Homeowners Policy Declaration Page

FEES: (Cash, Check or Credit Card)

- Non Refundable Deposit \$ _____ *DUE WITH APPLICATION. DEPOSIT WILL BE APPLIED TO USE FEE.*
- Facility Use Fee \$ _____ *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE*

ADDITIONAL FEES: (Cash, Check or Credit Card) *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE*

- Equipment Rental Fee \$ _____
- Kitchen Facilities Use Fee \$ _____
- Parks & Rec Staff Fee \$ _____
- Other Staff Fee \$ _____

SECURITY DEPOSITS: (Check Only) *DUE NO LATER THAN 21 CALENDAR DAYS PRIOR TO USE*

- Facility Security Deposit Fee: \$ _____
- Equipment Security Deposit Fee: \$ _____

Received By _____

Receipt # _____

Date _____