

**WEST POTTS GROVE TOWNSHIP**  
980 Grosstown Road  
Stowe, PA 19464  
610-323-7717

**\$50.00 for Residents**  
**\$100 for Non-Residents**  
**Non-Refundable**  
**PHOTO ID REQUIRED**

**REQUEST FOR USE OF PAVILION AREA/TOWNSHIP BUILDING**

**PLEASE FILL OUT COMPLETELY - PLEASE PRINT**

**TODAY'S DATE:** \_\_\_\_\_

**NAME OF RENTER:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**DATES AND TIMES REQUESTED** \_\_\_\_\_

**REASON FOR RENTING FACILITY:** \_\_\_\_\_

**NUMBER OF PARTICIPANTS EXPECTED** \_\_\_\_\_

**METHOD OF PAYMENT: CHECK NO:** \_\_\_\_\_ **RESIDENT AMOUNT:** \_\_\_\_\_

**NON-RESIDENT AMOUNT:** \_\_\_\_\_

**\*\* FACILITIES MUST BE VACATED BY 8:00 P.M. AND LEFT CLEAN \*\***

***Maximum Occupancy for Pavilion – 100 people***

**SIGNATURE OF REQUESTOR** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TOWNSHIP AUTHORIZATION**

\_\_\_\_\_  
**DATE:** \_\_\_\_\_

**RULES AND REGULATIONS OF WEST POTTS GROVE PARK FACILITIES**

***The use of the West Pottsgrove Township Park Facilities shall be governed by the following rules and regulations:***

1. Use of property shall be limited to that listed on the contract form. Any damage to facilities must be reported immediately to the **West Pottsgrove Police Department at 610-323-2090**.
2. Property shall not be removed from the park premises.
3. Property shall not be used for any purpose which is in conflict with the objectives of West Pottsgrove Township.
4. Availability of park facilities shall be, at all times; subject to the requirements and activities of West Pottsgrove Township.
5. Use of profane language, alcoholic beverages, gambling and non-compliance with posted rules on park property is **strictly prohibited**.
6. No changes or alterations shall be made to the property.
7. No burning is permitted. Please do **not** use confetti, as it's time consuming and difficult to clean up.
8. West Pottsgrove Township reserves the right to require Police protection at any event and, if required, the cost shall be paid by the organization using the property.
9. Persons or organizations requesting to reserve park facilities shall file a completed application signed by an authorized official of the group or organization requesting park space with West Pottsgrove Township least **(14) days before the event** or activity at the Township Office.
10. Persons requesting the use of park pavilion **must** be (18) years of age or older.
11. Persons requesting the use of park pavilion facilities **must** be present at **all times** during the event.
12. All fees are non-refundable.
13. All trash must be cleaned up and placed in receptacles.
14. If you have any complaints or comments, please forward them to email: [wptsecretary@comcast.net](mailto:wptsecretary@comcast.net)

**WEST POTTS GROVE TOWNSHIP DISCLAIMS ANY LIABILITY FOR ANY PERSONAL INJURY OR PROPERTY LOSS OR DAMAGE SUSTAINED BY ANYONE USING ITS RECREATIONAL FACILITIES. YOU ARE FURTHER ADVISED THAT WEST POTTS GROVE TOWNSHIP IS IMMUNE FROM LIABILITY FOR ANY SUCH DAMAGES PURSUANT TO THE RECREATION USE OF LAND AND WATER ACT, ACT OF FEBRUARY 2, 1966, P.L. 1860 AS AMENDED.**

**SIGNATURE OF REQUESTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TOWNSHIP AUTHORIZATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_