



PETERS TOWNSHIP FACILITY REQUEST FORM

PETERS TOWNSHIP PARK & RECREATION DEPARTMENT

Park and Recreation Office, 700 Meredith Drive, Venetia, PA 15367,
Phone 724-942-5000 Fax: 724-941-1395 www.peterstownship.com



Contact Person	_____		
Organization	_____		
Address	_____		
	(Street)	(City)	(Zip-Code)
Home Phone	_____	Work Phone	_____
Cell Phone	_____	Email	_____

Room/Area Requested	_____	Date Requested	_____
Time: Start (include Set up)	_____	End (include Clean up)	_____
Purpose of event	_____ (Party, meeting etc.)		
Will there be food at this event?	_____		
Approximate # of Adults attending	_____	Children	_____ Total _____

- Initial _____ NO alcoholic beverages permitted
- Initial _____ No collection of monies permitted
- Initial _____ Cleaning and damage deposits are refunded according to the condition of the room after use. Tables, surfaces and all furnishings should be wiped clean, spills cleaned off the floor and all trash bagged and taken to the dumpster on the side of the building
- Initial _____ Reservations are not complete until fee and deposits are paid in full and are taken on a first come first serve basis
- Initial _____ Tables and chairs must be placed in the storage room following the event
- Initial _____ Areas must pass inspection to receive security deposit – Deposits are issued Monday through Friday only
- Initial _____ Cancellations made more than fourteen days prior to the event will receive a refund minus a \$5 processing fee. **No refunds will be given if the cancellation is made fourteen days or less prior to the event**
- Initial _____ Person responsible for the event must meet with the staff when they arrive at the facility the day of event
- Initial _____ Times include set up and clean up. **NO** additional time will be permitted without prior notification

Reservations must be made at least one week in advance. Peters Township and its agents shall not be liable for injuries sustained by any person. The party hereby agrees to indemnify, save harmless and defend Peters Township and its Council, board members, employees agents or assigns, from and against any or all claims, demands and suits of whatsoever nature on account of property damage or personal injury sustained or suffered by Peters Township or others, or death of any person, arising or growing out of our in connection with the use of township facilities granted pursuant to this application. The person signing below understands and agrees to these terms, accepts responsibility for adherence to the Special Use Policy guidelines, and is duly authorized by the sponsoring party to sign below.

I have read and agree to abide by the rules above

Signature: _____ Date: _____

For Office Use Only			
Approved _____	Denied _____		
Amount Received \$ _____	Receipt # _____	Form of Payment: _____	
Security Deposit: yes _____ no _____	Amount \$ _____	Form of Payment _____	
Insurance Certificate needed: yes _____ no _____	Received: yes _____ no _____	(Due within two days after request)	
Issued by: _____	Date: _____		

Notification: Park Maintenance Staff _____ Police _____ Fire Department _____ Ambulance _____

Community Recreation Center Fee Schedule

Staff Member required on site during all CRC rentals

All Rentals (except Peters Township Departments) will be assessed an additional \$20 per hour for staff and overhead costs, for rentals outside of regular facility hours

CRC Facility Hours

Monday – Friday 8:30 am to 9:00 pm

Saturday 9:00 am to 5:00 pm

Sunday 1:00 pm to 5:00 pm

Rates are per hour

Category	Gym (1 side)	Classroom	Multi- Purpose	Community Room	Fitness Room	Conference Room
Township Departments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sports Associations and Peters Township Schools	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Resident Private Party	\$65.00	\$25.00	\$40.00	\$40.00	\$45.00	\$25.00
Nonresident Private Party	\$245.00	\$85.00	\$145.00	\$145.00	\$150.00	\$85.00
Resident Youth Organization	\$40.00	\$20.00	\$25.00	\$25.00	\$40.00	\$20.00
Nonresident Youth Organization	\$145.00	\$65.00	\$75.00	\$75.00	\$100.00	\$65.00
Resident Non-Profit Organization	\$65.00	\$25.00	\$40.00	\$40.00	\$45.00	\$25.00
Nonresident Non-Profit Organization	\$245.00	\$85.00	\$145.00	\$145.00	\$130.00	\$85.00
Resident For Profit Group	\$115.00	\$35.00	\$65.00	\$65.00	\$65.00	\$35.00
Nonresident For Profit Group	\$445.00	\$125.00	\$245.00	\$245.00	\$200.00	\$125.00
Security Deposit (Except Township, Associations and Schools)	\$100.00	\$50.00	\$75.00	\$75.00	\$75.00	\$50.00

	A/V Equipment	PA System	Overhead Projector	Stage
Resident	\$20.00	\$30.00	\$10.00	*\$50.00
Non-Resident	\$40.00	\$60.00	\$20.00	*\$100.00
All rates are per hour (* in addition to gym rental)				

Resident – Facilities can be reserved up to 6 months in advance

Nonresident – Facilities can be reserved up to 1 month in advance

Conference Room – For meeting, clinic, seminar type of activity

Fitness Room – For fitness or dance related activity only

No food or beverage in the room

No tables or chairs