



COMMUNITY RECREATION CENTER FACILITY REQUEST FORM

Renter Information

Renter Name:	<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident <input type="checkbox"/> Commercial
Organization:	Email:
Address:	Phone:
Purpose (Ex. Birthday Party):	
Expected Attendance:	

Facility Information

Rental Date: Start: _____ End: _____	Alternative Rental Date: Start: _____ End: _____
Day(s): <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Rental Start Time*:	Rental End Time*:
<i>*Request must include set up/clean up time</i>	

Rental Space Requested: Fees are Per Hour

Facility (Resident/NR/Commercial):	
<input type="checkbox"/> Full Gym (\$80/\$90/\$100)	<input type="checkbox"/> Multipurpose Room (ABC) (\$60/\$70/\$80)
<input type="checkbox"/> Half Gym 1 (\$55/\$65/\$75)	<input type="checkbox"/> Multipurpose Room AB (\$50/\$60/\$70)
<input type="checkbox"/> Half Gym 2 (\$55/\$65/\$75)	<input type="checkbox"/> Multipurpose Room BC (\$50/\$60/\$70)
<input type="checkbox"/> Patio (\$50/\$60/\$75)	<input type="checkbox"/> Multipurpose Room A (\$40/\$50/\$60)
<input type="checkbox"/> Kitchen (\$30/\$30/\$30)	<input type="checkbox"/> Multipurpose Room B (\$40/\$50/\$60)
<input type="checkbox"/> Entire Building (\$350/\$400/\$450)	<input type="checkbox"/> Multipurpose Room C (\$40/\$50/\$60)
<input type="checkbox"/> Lobby (\$15/\$20/\$25)	
Amenities: <input type="checkbox"/> Rectangle(6') Tables (\$3/table) # _____	<input type="checkbox"/> Chairs (\$1/chair) # _____
<input type="checkbox"/> Food Warmer (\$20/warmer) # _____	<input type="checkbox"/> Fridge/Freezer (\$20/unit) # _____

Event Details

Event Details (Check All that Apply):	
<input type="checkbox"/> Food (caterer or type): _____	<input type="checkbox"/> Screens
<input type="checkbox"/> Entertainment (please specify): _____	<input type="checkbox"/> Music - with speaker (contained within space)
<input type="checkbox"/> DJ/live music/subwoofer	<input type="checkbox"/> Deliveries (must be picked up in rent time)
<input type="checkbox"/> Other: _____	<input type="checkbox"/> PA System

Alcohol Permit (21+ years old required)

<input type="checkbox"/> Under 25 people (\$50)
<input type="checkbox"/> 25-50 people (\$75)
<input type="checkbox"/> Over 50 people (\$100)



CRC RENTAL RATES & SPECIFICATIONS

Room	Resident / Non-Profit 60% Resident Required	Non-Resident	For Profit / Corporate
Full Gym	\$80	\$90	\$100
Half Gym	\$55	\$65	\$75
MP Full Room - ABC	\$60	\$70	\$80
MP Room (2/3) - AB or BC	\$50	\$60	\$70
MP Room (1/3) - A, B or C	\$40	\$50	\$60
Patio	\$50	\$60	\$70
Lobby	\$15	\$2-	\$25
Kitchen* (add-on to room rental)	\$30	\$30	\$30
Full Building*(exceptions apply)	\$350	\$400	\$450
Security Deposit	20% not to exceed \$500		
Tables (rectangular)	\$3	\$3	\$3
Chairs (foldable)	\$1	\$1	\$1

- Seasonal Athletics: 12 weeks minimum (\$68/hr. per weeknight/\$80/hr. weekend)
- All Rentals: 2-hour minimum (must include set up and clean-up)
- Rentals including full Gym and multipurpose room will be assessed full building rate
- Gym Event: Requesting food and beverage requires 2nd room (MP Room or Patio)
- Damage: Full or partial forfeiture of security deposit, based upon repair/replacement as determined by Twp staff. Cost in excess of deposit will be invoiced for payment.
- Cleaning Fee: A \$50 as deemed necessary (deducted from security deposit)



CRC RENTAL POLICIES & SAFETY PROCEDURES

Availability and Eligibility	<ul style="list-style-type: none"> • Renters must be 21 years or older at the time of reservation (proof of age required). • Proof of Doylestown Township residency required. • Rental requests must be submitted at least one week in advance; no rentals will be scheduled within 3 days of the event. • Access to the space is permitted only during the contracted rental period, which must include all setup and cleanup time.
Deposits and Payments	<ul style="list-style-type: none"> • Full payment (rental fee + security deposit) is due at the time of booking. • Deposits are forfeited for policy noncompliance, including late departure, improper cleaning, or damage. • No refunds for unused time or no-shows.
Cancellation & Weather Policy	<ul style="list-style-type: none"> • 72+ hours in advance: 25% cancellation fee • 48-71 hours in advance: 50% fee • Less than 24 hours in advance: No refund • For inclement weather (e.g., blizzards, hurricanes): <ul style="list-style-type: none"> ◦ Weekend rentals must be canceled by 3 PM Friday ◦ Weekday rentals must be canceled 24 hours in advance
Prohibited Items & Activities	<p>The following are not permitted in Township facilities:</p> <ul style="list-style-type: none"> • Alcohol, smoking (anywhere in the park system), drug use, or firearms • Vendors without a permit • Parking on grass or walkways • Open flames (except Sterno-type heating elements) • Nails, tacks, staples, or adhesives for decorations • Glass containers, gambling, inflatables, water activities, wheeled vehicles • Live music or DJs without prior approval
Music & Entertainment	<ul style="list-style-type: none"> • Amplified sound must remain contained within the rental space. • Room doors must remain closed when music is playing. • Volume must be turned down upon staff request.
Renter Responsibilities	<p>The Township is not responsible for injury or damage during facility use. Renters must:</p> <ul style="list-style-type: none"> • Be on-site for the full duration of the rental • Check in with staff before access is granted • Ensure all guests and vendors follow Township rules and CRC policies • Complete all setup, breakdown, and cleaning within the rental timeframe • Refrain from interfering with other CRC users or programs • Submit changes to rental details at least 48 hours in advance (subject to availability) • Be courteous and vacate on time



CRC RENTAL POLICIES & SAFETY PROCEDURES

Cleaning Requirements	<ul style="list-style-type: none">• Before departure, renters must complete the CRC Cleaning Checklist, which includes:• Restacking tables and chairs onto designated carts• Removing all decorations• Bagging trash Failure to clean properly or exit on time will result in loss of deposit and/or additional charges.
Security Requirements & Supervision	<ul style="list-style-type: none">• Rentals cannot provide their own security• Children are expected to remain in the rental space during the rental and with appropriate adult supervision at all times.• One chaperone shall be required for every 10 minors. Chaperones shall be present throughout the rental time, and shall not leave the area until all youth have vacated the immediate area.
Unstaffed Rentals & Child Safety	<p>When staff is not on-site, the renter (or designated program provider) assumes responsibility for the facility.</p> <ul style="list-style-type: none">• Use assigned key fob or access code to enter via the side door• Only registered guests may enter; do not allow access to the general public For rentals involving children: <ul style="list-style-type: none">• Maintain supervision at all times• Use a sign-in/sign-out sheet for minors• Verify ID of anyone picking up a child and release only to approved contacts
Facility & Park Rules	<ul style="list-style-type: none">• All Township rules apply to the CRC, pavilions, and courts (basketball, tennis, bocce, pickleball)• Animals must be leashed outdoors; no pets are allowed inside unless part of a Township program or are registered service animals• Outside vendors (e.g., entertainers, food trucks) must be pre-approved by the Facility Manager• Do not move furniture or equipment unless directed—doing so may result in forfeiture of the security deposit• For assistance during your rental, call 215-348-4200. In emergencies, call 911• If another group is using your reserved space, present your permit and contact staff for support

Signature _____

Date _____