

Rules and Policies for Middletown Community Center and Community Park Barn Rentals

Availability

Community Center: Main Hall, capacity 90; 3 Recreation Rooms, capacity approximately 25 each. There are no kitchen facilities available.

Community Park Barn: Multi-Purpose Room, capacity 50. Several other unique recreation spaces are available; capacity varies from 15 to 30. There is a complete kitchen in the Multi-Purpose Room.

The Parks & Recreation Director or designated representative may approve use of the facilities by responsible parties who meet the necessary requirements and pay the required fees.

Reservations

Application for use of the Community Center shall be made on a form provided for that purpose. The application must be signed by the responsible party and submitted at least 4 weeks in advance of the building usage.

The applicant must provide a certificate of insurance with Middletown Township, 3 Municipal Way, Langhorne, PA 19047 named as an additional insured in an amount which is, at minimum, equal to the amount normally carried by the homeowner for the primary residence. The applicant must provide an executed Hold Harmless and Indemnification Agreement. All forms are provided by the Parks & Recreation Department.

Charges

Monday through Thursday usage fee is \$25 per hour for the Main Hall, Multi-Purpose Room, and Recreation Rooms.

Friday evening, Saturday and Sunday usage fees are \$100 per hour for the Main Hall and \$75 per hour for the Multi-Purpose Room.

A Security Deposit equal to the amount of the total rental fee shall be paid in a separate check, payable to Middletown Township, or by providing credit card information to be held in a secure file. The security check will be returned, or the credit card information will be deleted after inspection by the Township to assure that the premises are clean and that no damage has occurred.

Rules for Use

- No alcoholic beverages are permitted on the premises.
- Smoking is only permitted in designated areas outside.
- The applicant is fully responsible for the event and may not transfer the permit to another person or organization.
- Applicant must be at least 25 years of age.
- The applicant may only use the room(s) reserved and is responsible for monitoring

event participants to insure they remain in the reserved area.

- The applicant may not install any equipment or make any alterations or adjustments to the existing facility without specific approval of the Parks & Recreation Director or representative.
- The applicant shall provide such protection as may be necessary to insure the proper conduct of persons attending the event.
- Township officials shall not be refused admission for the purpose of insuring compliance with these regulations. All decorations must be approved by the Parks & Recreation Director or representative. Open flame decorations are prohibited. Any damage to the walls or surfaces caused by the applicant will be repaired and charged against the security deposit.
- Decorations must be removed at the conclusion of the event.
- Sound systems may be used, but may not be heard outside the building.
- The applicant is responsible for cleaning up after their event. Cleanup entails bagging trash and food and taking it to the dumpster, putting all recycling in the carts, wiping off and breaking down tables and chairs, sweeping floors, wiping up any food or sticky spills, and leaving bathrooms in pre-use condition, including removing the trash from the bathrooms. All areas should be left in the same condition as found.

Qualification and Exceptions

Middletown Township reserves the right to refuse any applicant for good cause or to revoke an applicant, which has heretofore been approved. In the event of a revocation of an application, the Township shall refund all fees. Middletown Township reserves the right to deviate from these rules in order to address special situations that may arise. The Parks & Recreation Director or a designated representative may approve exceptions.

For more information call the Parks, Recreation and Community Services Department at 215-750-3890 or visit the township website www.middletownbucks.org