



**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 \_\_\_\_\_