



FACILITY & FIELDS RENTAL FORM

Please **send this form to** PROGRAMS@lowergwynedd.org

General Information

Organization: _____

Purpose of Use: _____

Contact Name: _____

Email Address: _____

Phone Number: _____

Date(s) of Event: _____

Start Time: _____

End Time: _____

Facility Requested

*Note: *Playground areas are for public use and may not be reserved for exclusive use.**

Penllyn Woods

- Bruce Talus Field L.L. Field
- Advanta L.L. Field
- Cutler Group 90' Field
- Multipurpose Field (L.L. Outfield)
- Janney Money Management Soccer Field
- First Union Pavilion
- Rohm-Haas Pavilion

Pen-Ambler

- Basketball Court
- Baseball Field

Penllyn Park

- Spring House Plaza Associates Little League Field
- Picnic Pavilion
- Basketball Court
- Baseball Field
- Tennis Court

Ingersoll Park

- Minor League (Mike O'Brien) Field
- Major League (Bob Strimel) Field

Oxford Park

- Softball Field
- Picnic Pavilion

- Pickleball Courts
- Basketball Courts
- Volleyball Courts

ACKNOWLEDGEMENT

I have read and understand all Rules & Regulations and agree to comply with all policies:

Signature: _____ **Date:** _____

PARK RULES & REGULATIONS (All Parks)

1. Park Hours: No person permitted without a special permit except between sunrise and sunset.
2. Vehicles: Only in designated areas; fuel-powered recreational vehicles prohibited.
3. Alcohol & Drugs: Strictly prohibited; \$300 fine for violations.
4. Pets: Leashed only in posted areas.
5. Permits Required: Groups must have an approved permit.
6. Weapons: Hunting, firearms, bows, or other weapons prohibited.
7. Enforcement: Lower Gwynedd Township Police Department enforces all rules.
8. Permit Documentation: Permit must be in possession during use.
9. Catered Events: Certificate of insurance required.
10. Organized Sports Associations: Insurance certificate required naming Township as additional insured.
11. Fires & Grills: Prohibited.
12. Suspicious Activity: Report to Police Dept. (215) 646-5303; emergencies dial 9-1-1.
13. Waste Disposal: Trash in designated receptacles only.
14. Protection of Property: No defacing or posting of unauthorized signs.
15. Liability: Township not responsible for injuries sustained during recreational activities.

PENLLYN WOODS BUILDING RULES – DEL ROTELLE MEETING ROOM

1. Facility available 7 days/week unless scheduled for recreation activities; excludes Township holidays.

2. Users responsible for set-up and clean-up (included in reservation hours).
3. No nails, tacks, screws, staples, or attaching materials.
4. Reservations accepted from adults 21+; permit holder must be present.
5. Youth under 16 prohibited in concession area or operating appliances.
6. Permit required for all groups/parties.
7. Maximum occupancy: 40 persons.
8. Alcohol & drugs prohibited; \$300 fine for violations.
9. No smoking in building.
10. Clean-up requirements:
 - Trash in receptacles
 - Tables/chairs cleaned & returned
 - Decorations removed
 - Lights off
 - Appliances off
 - Concession equipment cleaned & returned
11. Township does not provide paper products, plasticware, or cooking utensils.
12. Permit must be on site.
13. Township may terminate events that are excessively loud or out of control.
14. Heating/air-conditioning adjustments made prior to event.
15. Report suspicious activity or vandalism to Police Dept. (215) 646-5300. For emergencies dial 9-1-1.
16. Police Department enforces all rules.
17. Township not responsible for injuries on parklands, Penllyn Woods Building, or concession areas.
18. Catered events must provide certificate of insurance.

SECURITY DEPOSIT POLICY

Security deposit refundable if:

- No trash or food left on grounds
- No damage to building, furnishings, equipment, or fields
Premises left in same/better condition
- All rules & regulations followed
- All equipment returned properly
- Refund issued at discretion of Recreation Director

Facility & Field Fee Schedule

Facility/Field	Resident Fee	Non-Resident Fee	Business Fee	Security Deposit
Baseball Soccer Fields: Non - Profit Groups	N/A			
Baseball Soccer Fields: Youth Associations	N/A			
Baseball Soccer Fields: Individual 1 Time Use	\$50	\$75	\$85	N/A
Baseball Soccer Fields Team Full Season	\$220	\$250	\$250	N/A
Baseball Soccer Fields One Week Consecutive Use	\$370	\$400	\$420	N/A

Picnic Pavilion Up to 4 hours	\$40	\$75	\$125	N/A
Picnic Pavilion Up to 8 hours	\$70	\$125	\$200	N/A
Courts (Basketball/Tennis/Volleyball) Individual 1 Time Use	\$30	\$40	\$75	N/A
Courts (Basketball/Tennis/Volleyball) Team Full Season	\$150	\$175	\$200	N/A
Courts (Basketball/Tennis/Volleyball) One Week Consecutive Use	\$300	\$300	\$300	N/A
Penllyn Woods Community Building	\$60/hr	\$95/hr	\$130/hr	\$200