



## Borough of West Chester Parks and Recreation Department

401 E. Gay Street  
West Chester PA, 19380

[parksandrecreation@west-chester.com](mailto:parksandrecreation@west-chester.com)

Office: 610-436-9010 Fax: 610-436-0009

### Park Rental Reservation Form 2020

Park Requested (Please Circle)      HOOPES      EVERHART      MARSHALL SQUARE

Date Application Submitted: \_\_\_\_\_ Date of Rental: \_\_\_\_\_

Size Of Group Attending Event: \_\_\_\_\_ Time of Rental: \_\_\_\_\_

Reason for Rental: \_\_\_\_\_

Are you using outside vendors at this event? (i.e. tent rentals, inflatable rides, tables/chairs, etc...)

YES or NO (If yes, please see "Rules and Regulations" #21 on next page)

Name Of Group Or Individual Making Reservation: \_\_\_\_\_

Proof of Residency: (PA ID with address confirmation) \_\_\_\_\_

Name of Responsible Party Applying for Rental: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I agree that the members of the organization which will utilize the park will abide by the rules, policies and decisions of the Borough of West Chester Parks and Recreation Department. We recognize the possibility of physical injury associated with the use of the Borough park. We hereby knowingly and voluntarily release the Borough of West Chester and the Borough of West Chester Parks and Recreation Department and all of its agents, employees and officers from and against any and all claims, losses, damage, liability or expense occurring to any of our property, or for personal injury or death which may result from the use of the Borough's park, including injury or death that may be caused by the Borough of West Chester and the Borough of West Chester Parks and Recreation Department and all of its agents, employees and officers' negligent actions. We assume all risks of injury that may occur as a result of our use of the Borough's park.

Signature Of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office Use Only

Amount Paid: \_\_\_\_\_ Check #: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: ☐ Yes ☐ No

Denied: ☐ Yes ☐ No

Key Given: ☐ Yes ☐ No Date: \_\_\_\_\_

Key Returned: ☐ Yes ☐ No Date: \_\_\_\_\_

Confirmation of Police Department Approval: Date: \_\_\_\_\_ Initials: \_\_\_\_\_



## Borough of West Chester Parks and Recreation Department

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### **Park Rental Rules & Regulations**

- 1. Hoopes Park, Everhart Park, and Marshall Square Park will be available Sunday through Saturday, April 25<sup>th</sup> through October 3<sup>rd</sup>.**
- 2. A permit is required for groups larger than 25.**
- 3. Applicants must be 18 years or older.**
- 4. Weekend Rental Fees (Saturday & Sunday) are \$75.00 for Borough Residents with proof of residency and \$125.00 for Non-Borough Residents.**
- 5. Weekday Rental Fees (Monday-Friday) are \$25.00 for groups of 25 or more, resident or non-resident.**
- 6. A \$25.00 Bathroom Key Deposit is required for the usage of the bathrooms. This must be a separate payment.**
- 7. The park renter has 10 business days to return the bathroom key to the West Chester Parks and Recreation Department or their bathroom key deposit will be forfeited.**
- 8. It is the responsibility of the renter to lock all bathroom doors, after their usage. Failure to do so may result in damages to the facility at the renter's expense and your deposit will be forfeited.**
- 9. We accept donations for use of the park for groups under 25 people.**
- 10. NO REFUNDS will be given, under any circumstances.**
- 11. Tennis courts must be reserved.**
- 12. Ball fields are used by permit only.**
- 13. All trash must be placed in trash cans or tightly closed in plastic bags and placed next to the nearest trash can if the can is full.**
- 14. Parks are open daily, from dawn to dusk and closed from dusk to dawn.**
- 15. Motor vehicles are not permitted in the park grounds, except in designated parking areas.**
- 16. Fireworks are not permitted.**
- 17. Fires are only permitted in designated grills.**
- 18. The use of electrical outlets is not allowed by ANY user, unless special permission from the West Chester Parks and Recreation Department is preapproved.**
- 19. No amplified music or sound is allowed at any time.**
- 20. No alcoholic beverages of any kind are allowed.**
- 21. *Your park rental is use of the park and its amenities only. Any outside vendor, distributors, or manufacturers need to be preapproved by the West Chester Parks and Recreation Department. If an outside vendor is approved to attend your activity, you will need to submit an insurance certificate that lists the park address and the Borough of West Chester as additionally insured.***
- 22. Parks are rented on a first come, first serve basis.**
- 23. Renters must provide their own toiletries for the bathrooms, i.e. toilet paper, hand soap.**
- 24. The West Chester Parks and Recreation Department reserves the right to rescind any permit.**
- 25. Photo ID is needed when applicant is applying for the usage**