

***Haverford Township***  
***Community Recreation and Environmental Center***  
9000 Parkview Drive  
Haverford, PA 19041

**Rental Application**

Name: \_\_\_\_\_

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

Town/city: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone:(h) \_\_\_\_\_ (c) \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Township Resident:                      yes      no

Business (any paid employees):      yes      no

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Check requested area:

Evergreen room (full): \_\_\_\_\_ Gym- full court: \_\_\_\_\_

Evergreen room (half): \_\_\_\_\_ Gym- half court: \_\_\_\_\_

Lobby: \_\_\_\_\_ Environmental room: \_\_\_\_\_

Deck : \_\_\_\_\_ Studio: \_\_\_\_\_

Catering kitchen: \_\_\_\_\_ Preschool classroom: \_\_\_\_\_

Brief description of your event:

*(Please note there is no alcohol allowed at the CREC without prior approval)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will money be collected? \_\_\_\_\_ For what reason? \_\_\_\_\_

Number of parking spots required: \_\_\_\_\_

Number of people attending: \_\_\_\_\_

Please initial:

- \_\_\_\_ 1. Any damages incurred will be your responsibility.
- \_\_\_\_ 2. No alcohol in or around building without prior approval.
- \_\_\_\_ 3. No smoking in or around the building.
- \_\_\_\_ 4. The time frame listed on your application includes set-up and clean-up time. Please do not arrive prior to the time reserved. It is equally important that your group has cleaned up and is ready to leave by the ending time noted.
- \_\_\_\_ 5. The Township reserves the right to cancel a party at any time, without refund, for inappropriate behavior.
- \_\_\_\_ 6. Please remember to be courteous as groups may be renting other areas during your rental time.
- \_\_\_\_ 7. All guests must remain in the areas you have rented except for use of the bathrooms closest to your rental space.
- \_\_\_\_ 8. No one under age 18 may leave the building and return unless accompanied by an adult.
- \_\_\_\_ 9. There will be at least one responsible adult present for every 15 people under age 18.
- \_\_\_\_ 10. The police will be called for any illegal activity taking place and your event will be ended without refund.

I am aware that I am responsible for all the people attending my event. I have read and understand the terms of my rental and I will communicate these terms with my guests.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Haverford Township reserves the right to decide which functions fit our needs.**

*We will contact you to let you know if your application has been approved pending payment. Payment must be made within 72 hours of notification. That can be done online with a credit card or in our office with check, cash, or credit card.*