



**BOROUGH OF RIDLEY PARK
COMMUNITY ROOM RENTAL**

105 EAST WARD STREET RIDLEY PARK, PA 19078

Thank you for your interest in using the Ridley Park Borough Community Room for your event/activity. The following is information you might find useful in planning your event/activity:

GENERAL INFORMATION:

Borough of Ridley Park shall, in its sole discretion, approve or deny any/all rental applications.

The sale of services or products is not a permissible use.

Please contact Borough Hall **PRIOR TO FILLING OUT THE PERMIT**, to check availability of your date(s).

The attached permit must be completed, signed, and returned with the rental fee, security deposit, and any other applicable documentation.

Reservations are made on a first come first serve basis. Reservations are only held by receiving full payment.

Reservations will be accepted from adults only (**21 years of age and older**). The permit holder must be present during the event.

If your event is being catered, the caterer must supply the Borough with a Certificate of Insurance (with Liability & Worker's Comp) naming the Borough of Ridley Park as "Certificate Holder".

Children's activities and youth groups must provide adult supervision at a ratio of at least one adult for every ten youth during the use of this facility. A list of names of the adults in charge must be provided prior to the reservation date.

CANCELATIONS AND REFUNDS:

A refund of 75% of the rental fee shall be authorized for any cancelation received by the Borough, not less than ten (10) working days prior to rental date. Cancelations less than ten (10) working days prior to rental date will result in the entire rental fee being forfeited. The security deposit will be returned in full in both cases.

CANCELLATIONS AND REFUNDS –(cont.)

Any special exceptions, circumstances, or conditions are subject to discussion and/or approval by the Borough and must be submitted in writing.

CONTACT:

Forms may be mailed to the Borough of Ridley Park, 105 East Ward Street, Ridley Park, PA 19078, or you can email them to lweiss@ridleyparkborough.org

If you have any questions, please feel free to contact Borough Hall during office hours from 9a-3:30p at 610-532-2100 x 102.

FEES AND PAYMENT:

Payment (rental fee & security deposit) is due at the time of reservation along with completed permit.

Rentals may be scheduled between the hours of 8:00 AM and 10:00 PM.

Security deposit must be on a **separate check** – not included with the rental fee. Renters who abuse the facility rental rules, park rules & regulations, or the facility itself **may be subject to forfeit the full amount of the security deposit.** Security deposits are held by the Borough and are not deposited unless there is an issue with the rental facility after the party. Security deposits will be returned (if applicable) within one week after your event. Security deposits will be available for pick up if desired.

Make all checks payable to **BOROUGH OF RIDLEY PARK.** Separate checks must be written for the fee and the security deposit.

2024 FEE SCHEDULE

	Room Rate	Cleaning Fee/Security Deposit
Borough Resident	\$300	\$150
Non-Resident	\$400	\$150

EXAMPLES OF ACCEPTABLE USES:

RESIDENT/NON-RESIDENT SOCIAL:

Parties (birthday, anniversary, retirement)

baby showers, or other similar activities.

RIDLEY PARK COMMUNITY ROOM RENTAL - USE PERMIT

Please use the following process to allow for quick and accurate reservation request:

1. Fully complete this form and the Liability Waiver and Release. Failure to fully complete the permit might delay your request for the rental.
2. Once complete, bring in or mail the forms along with your fee and security deposit.

Completed forms can be mailed in or dropped off to:
Borough of Ridley Park- 105 East Ward Street, Ridley Park, PA 19078

EVENT INFORMATION- all correspondence will be sent to this user		
Application Date:	Rental Date:	
Purpose of Use:	Rental Time:	TO
Estimated # of Guests:		
Name of Renter:		
Address:		
Phone:		

SIGN & DATE AGREEMENT

I have read all the rules and regulations and understand them. I agree to abide by and will ensure that ALL the members of my group abide by these rules and regulations. I also understand that a failure to abide by any of these regulations will result in my security deposit being forfeited. I understand that I am responsible for leaving the facility in the same condition as upon my arrival and that my security deposit will not be returned if the facility is damaged or requires unreasonable clean-up. As the permit holder, I understand that **I must be on site** for the permitted time. I also understand that this agreement and the Liability Waiver and Release must be signed, or this permit is void.

USER SIGNATURE: _____ DATE: _____

BOROUGH USE ONLY	
AUTHORIZED BY:	_____
DATE:	_____
Rental Fee: \$	_____ CK# _____
Security Deposit: \$	_____ CK# _____
SECURITY DEPOSIT RETURNED:	_____

LIABILITY WAIVER AND RELEASE

The undersigned, individually and/or on behalf of _____ (group name) hereby release, agree, for myself, my heirs, executors, administrators, and assigns, forever remise, release and discharge the Borough of Ridley Park, its directors, officers, members, agents, supervisors, and any other representative related to any and all activities, and their heirs, executors, administrators, and assigns from any and all actions, causes of all actions, suits, debts, accounts, controversies, damages, claims, and demands, whatsoever, which I or my legal representative may have or acquire the Borough of Ridley Park or its directors, officers, members, agents, supervisors, and any other representative related to the program, by reason of any loss resulting from personal injury or property damage, which may occur during, in connection with or by reason of my use and attendance on any portion of a Borough of Ridley Park facility.

I agree that the Borough of Ridley Park shall have the right, at its discretion, to enforce rules of conduct and/or terminate my participation and/or use of the facilities for failure to act in conformance thereof, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the group or the facility as a whole.

I hereby grant Borough of Ridley Park and any of the directors, supervisors, officers, members, agents and other representatives full authority to take whatever action, in their discretion, is determined to be necessary regarding my health, safety and welfare, and I fully release the Borough of Ridley Park and any of the directors, supervisors, officers, members, agents and other representatives from any liability for such actions, as set forth herein.

BOROUGH OF RIDLEY PARK RENTAL FACILITY RULES:

I understand that:

- Renter is solely responsible for the set-up and clean-up for the facility. Set-up and clean-up time is included in the reservation.
- **TRASH IN – TRASH OUT (DUMPSTERS ARE IN BACK PARKING LOT)**
- Renter is responsible for all trash and debris removal from the site which includes all event food and decorations.
- Renter is solely responsible for providing paper products, plastic ware, cooking utensils and other cooking supplies.
- Renter is solely responsible for all audio/visual equipment.
- Live music **NOT** permitted.
- Fog machines are **NOT** permitted.
- Renter is **NOT** permitted to nail, tack, screw, staple or otherwise physically attach materials to any part of the facility.
- Alcoholic beverages are **NOT** permitted.
- Smoking is **NOT** permitted in the building.
- Renter agrees to leave the facility in as good or better condition than which existed prior to usage.
- Upon departure: ALL lights and appliances shall be turned off and the building secured.

SIGNATURE _____ DATE _____