

**NORTH COVENTRY TOWNSHIP  
BOARD OF SUPERVISORS**  
845 S. Hanover Street, Pottstown, PA 19465  
Phone (610) 323-1694 Fax (610) 323-7239  
**PARKS AND RECREATION**  
admin@northcoventry.us

**ATHLETIC FACILITIES RENTAL FORM**

Requests accepted beginning January 1<sup>st</sup>.

**\*Our Parks are "Pack It In, Pack It Out"**

- Pack It In, Pack It Out helps to preserve the beauty of our parks and protects wildlife. Trash receptacles are not provided in our parks.
- Bring trash bags and receptacles with you so you can "pack out" out all trash and recyclables.
- Please remove not only your own trash and recyclables, but also waste left behind by guests and spectators.
- **All waste must be packed out, and disposed of, by you at the end of your day/event.**

Application Date: \_\_\_\_\_

Group Applying: \_\_\_\_\_

Intended Use: \_\_\_\_\_

**Attach a Certificate of Liability Insurance (\$1 million)**

- |  |                  |         |  |
|--|------------------|---------|--|
| <input type="checkbox"/> Residents: Use of <u>one</u> facility (Up to 50 participants).....      | \$125. Per day   | x\$125= |  |
| <input type="checkbox"/> Non-Residents: Use of <u>one</u> facility (Up to 50 participants) ..... | \$150. Per day   | x\$125= |  |
| <input type="checkbox"/> Contracted Use (4 hour time period).....                                | \$50. Per period | x\$50=  |  |
| <input type="checkbox"/> Contracted Use (2 hour time period).....                                | \$25. Per period | x\$25=  |  |

Township staff will calculate the usage total and will then contact you with the amount due. **TOTAL FEES =** \_\_\_\_\_

**\*PLUS SECURITY DEPOSIT 25% OF SEASONAL RESERVATION SCHEDULE. MINIMUM \$100.00**

**NO REFUNDS WILL BE ISSUED FOR RAIN DAYS: We will do our best to schedule a replacement date for you; however, due the number of teams reserving dates/times rain day replacement cannot be guaranteed.**

**COMPLETE INFORMATION BELOW**

Park:	Facility:	Date(s)	Time of Day (Begin/End) <i>Please enter SPECIFIC times</i>	Number of Participants	OFFICE USE ONLY:
					Total periods
Kenilworth Park:	Scherfel Field, West Field or South Field Disc Golf, Tennis Courts (One area per line)				
Riverbend Park:	Anderson Field, Batdorf Field or Deegan Field (One field per line)				
Riverside Park:	Volleyball Court, Basketball Courts				

If use of a building, electric, equipment, or more than 50 participants is planned, additional fees may be required. Organizations or private parties utilizing the facility are responsible for the purchase and the replacement of equipment required to participate in their respective sports. The cost to repair damage to facilities will be charged to the offending organization(s). Usage may be revised or revoked with written notification from the Park & Recreation Commission. **Fees are non-refundable if not cancelled one month in advance of date(s) reserved.**

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**ATHLETIC FACILITIES RENTAL FORM**

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

Contact Official Name: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

**Township staff will calculate the usage total and will then contact you with payment amount.**

**Payment must be paid in full, before use of facilities is allowed.**

I am aware and agree to the terms of rental:

Signature of Applicant\* \_\_\_\_\_

**Mail to North Coventry Township Building, 845 S. Hanover Street, Pottstown, PA 19465  
or email to [admin@northcoventry.us](mailto:admin@northcoventry.us)**

**To be completed by North Coventry Township Representative**

Approved     Denied    \*Security Deposits will be assessed after facility usage.

Signature \_\_\_\_\_ Total Fees Due \$ \_\_\_\_\_

Cash     Check # \_\_\_\_\_     Insurance received    By \_\_\_\_\_    Date \_\_\_\_\_

**Checks Made Payable to North Coventry Township**