

RICHLAND BOROUGH
USE OF FACILITIES APPLICATION

Facility Requested

____ Large Pavilion
____ Pickleball Court
____ Cornhole Board
____ Cornhole Board

- Park & Facilities Hours – Dawn to Dusk.
- Rental of Sports Equipment (cornhole bags or pickleball racquet) available at Borough Hall (during scheduled hours of operation) for \$25.00 Deposit, refundable upon return of undamaged equipment.
- Certificate of Liability Insurance Required for Facility Rentals.

Date Requested: _____

Time Requested: _____ to _____

Purpose of Rental: _____

Number of People in Attendance: _____

Name of Person/Organization: _____

Address: _____

Phone #: _____ Alternate Phone #: _____

Person responsible (Must be over 21 and present during rental time): _____

Phone #: _____

Rental Agreement: I/We assume personal and/or organizational responsibility for the use of Borough Facility Designated above and shall be liable for any/all damage that occurs during the use of the facility until usage is terminated. I will report such damage or dangerous situation to the Borough Office immediately.

Signature of Renter: _____ **Date:** _____

Borough Representative: _____

FEE SCHEDULE

Large Pavilion, Pickleball Court, & Cornhole Board (per board)

Resident \$25.00 each

Non-Resident..... \$50.00 each

For all rentals a \$50.00 refundable deposit is required to be paid before 2:00 PM on the last business day before the rental, make checks payable to Richland Borough. The deposit will be reimbursed to the renter after the premises have been duly inspected by a Borough appointee, if all items on the clean-up checklist are satisfactorily completed.

FOR OFFICE USE ONLY

Facilities Fee → Date Paid: _____ Check / Cash CK: _____ Amount: \$ _____

Deposit → Date Paid: _____ Check / Cash CK#: _____ Amount: \$ _____ Date Returned: _____

CLEAN UP CHECKLIST

- Remove all decorations and tape.
- Remove all items that you brought.
- Leave no food or drink behind.
- Wipe up any spills and sweep floor if needed.
- Wipe down tables and benches.
- Empty trash receptacle and replace trash bag, replacement trash bags are in the bottom of the trash receptacle.
- Pick up and properly dispose of all trash, by depositing into trash bags tied securely and placed in the Borough dumpster located at the Northwest end of the Borough building towards the pickleball courts on the side towards Peach Alley.

Please leave spaces better than you found them and leave no trace. If there is damage or a problem, please inform Rebecca Schnoke, Richland Borough Secretary, immediately at richlandborough@richlandborough.org or call or text (484) 877-0520. Please describe the issue in full detail, take photos when possible. If replacement trash bags are all, please send a message to Rebecca Schnoke so they can be replenished. The refundable deposit will be fully refunded following the conclusion of the event, provided that no damages or excessive cleaning is necessary. If damages, or additional cleaning costs, exceed the deposit amount, Richland Borough reserves the right to retain the deposit and send a detailed invoice for any outstanding fee.