



DOYLESTOWN TOWNSHIP

PARKS & RECREATION

425 Wells Road, Doylestown, PA
doylestownpa.org

COMMUNITY RECREATION CENTER RENTAL REQUEST FORM

Renter Information

Renter Name:	☐ Non-Profit ☐ Commercial ☐ Resident ☐ Non-Resident
Organization:	Email:
Address:	Phone:
Purpose (Ex. Basketball Practice, Meeting):	
Expected Attendance:	

Facility Information

Rental Date: Start: _____ End: _____	Alternative Rental Date: Start: _____ End: _____
Day(s): ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday	
Rental Start Time*:	Rental End Time*:
<i>Organizations & Business Rentals: 2-hour minimum, including setup and cleanup. Private Party Rentals: 4-hour minimum, including setup and cleanup. Kitchen: Required for private parties when food is served.</i>	
<i>*Rental times include setup and cleanup. Renters may not enter the building before their scheduled start time and must vacate the building by their scheduled end time.</i>	

Rental Space Requested

Facility:	Amenities:
☐ Lyons Gym	☐ Rectangle(6') Tables (\$5/table) # _____
☐ Multipurpose Room	☐ Square Tables (\$5/table) # _____
☐ Thompson Family Patio	☐ High Top Tables (\$5/table) # _____
☐ Gerhard's Kitchen	☐ Chairs (\$3/chair) # _____
	☐ TV (HDMI / USB Drive)
	☐ Podium

Event Details

Event Details (Check All that Apply):

☐ Food (caterer or home): _____

☐ Entertainment (please specify): _____

☐ PA System

☐ Other: _____

Alcohol Permit (21+ years old required)

- ☐ Under 25 people (\$100)
- ☐ 25-50 people (\$150)
- ☐ Over 50 people (\$200)



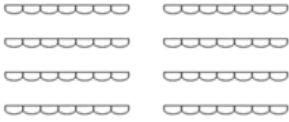
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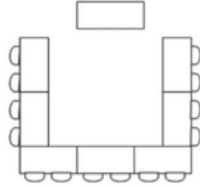
215-348-9915
425 Wells Road, Doylestown, PA
doylestownpa.org

Room Set-Up

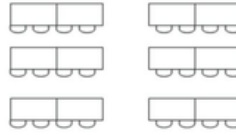
Check One: ☐ None



☐ Theater



☐ U-Shape



☐ Classroom

☐ Other (Draw in space above or attach diagram)

Rental Fees

Room	Resident / Non - Profit	Non-Resident / Business	Maxium Room Capacity Empty	Maximum Room Capacity with Tables and/or Chairs
Lyons Gym	\$80	\$100	350 Standing 150 for Exercise	90
Multipurpose Room	\$60	\$80	225	180 with Chairs 150 with Tables & Chairs
Thompson Family Patio	\$50	\$70	75	50 with Chairs 32 with Tables & Chairs
Gerhard's Kitchen	\$30	\$50		
Security Deposit	20% not to exceed \$500			
Tables	\$3	\$3	-	-
Chairs	\$1	\$1	-	-



CRC RENTAL POLICIES & SAFETY PROCEDURES

Availability and Eligibility

- Renters must be 21 years or older at the time of reservation (proof of age required).
- Proof of Doylestown Township residency required.
- Rental requests must be submitted at least one week in advance; no rentals will be scheduled within 7 days of the event.
- Access to the space is permitted only during the contracted rental period, which must include all set-up and cleanup time.

Deposits and Payments

- Full payment (rental fee + security deposit) is due at the time of booking.
- Deposits are forfeited for policy noncompliance, including late departure, improper cleaning, or damage.
- No refunds for unused time or no-shows.

Cancellation Policy

- 72+ hours in advance: 25% cancellation fee
- 48–71 hours in advance: 50% fee
- Less than 48 hours in advance: No refund

For inclement weather (e.g., blizzards, hurricanes):

- Weekend rentals must be canceled by 3 PM Friday
- Weekday rentals must be canceled 24 hours in advance

Prohibited Items & Activities

The following are not permitted in Township facilities:

- Alcohol, smoking (anywhere in the park system), drug use, or firearms
- Vendors without a permit
- Parking on grass or walkways
- Open flames (except Sterno-type heating elements)
- Nails, tacks, staples, or adhesives for decorations
- Glass containers, gambling, inflatables, water activities, wheeled vehicles
- Live music or DJs without prior approval

Music & Entertainment

- Amplified sound must remain contained within the rental space.
- Room doors must remain closed when music is playing.
- Volume must be turned down upon staff request.

Renter Responsibilities

The Township is not responsible for injury or damage during facility use.

Renters must:

- Be on-site for the full duration of the rental
- Check in with staff before access is granted
- Ensure all guests and vendors follow Township rules and CRC policies
- Complete all setup, breakdown, and cleaning within the rental timeframe
- Refrain from interfering with other CRC users or programs
- Submit changes to rental details at least 48 hours in advance (subject to availability)
- Be courteous and vacate on time

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CRC RENTAL POLICIES & SAFETY PROCEDURES (CONTINUED)

Cleaning Requirements

Before departure, renters must complete the CRC Cleaning Checklist, which includes:

- Restacking tables and chairs onto designated carts
- Removing all decorations
- Bagging trash

Failure to clean properly or exit on time will result in loss of deposit and/or additional charges. There is a cleaning fee of \$50 as deemed necessary, deducted from security deposit.

Unstaffed Rentals & Child Safety

- Rentals cannot provide their own security.
- When staff is not on-site, the renter (or designated program provider) assumes responsibility for the facility.
- Only registered guests may enter; do not allow access to the general public.
- For rentals involving children:
 - Maintain supervision at all times.
 - Use a sign-in/sign-out sheet for minors.
 - Verify ID of anyone picking up a child and release only to approved contacts.

Facility & Park Rules

- All Township rules apply to the CRC, pavilions, and courts (basketball, tennis, bocce, pickleball).
- Animals must be leashed outdoors; no pets are allowed inside unless part of a Township program or are registered service animals.
- Outside vendors (e.g., entertainers, food trucks) must be pre-approved by the Facility Manager.
- Do not move furniture or equipment unless directed—doing so may result in forfeiture of the security deposit.
- For assistance during your rental, call 215-348-4200. In emergencies, call 911.
- If another group is using your reserved space, present your permit and contact staff for support.

Signature _____

Date _____



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215-348-9915
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COMMUNITY RECREATION CENTER RENTAL FEES

Room	Resident / Non - Profit	Non-Resident / Business	Maxium Room Capacity Empty	Maximum Room Capacity with Tables and/or Chairs
Full Gym	\$80	\$100	350 Standing 150 for Exercise	90
Multipurpose Room	\$60	\$80	225	180 with Chairs 150 with Tables & Chairs
Patio	\$50	\$70	75	50 with Chairs 32 with Tables & Chairs
Kitchen	\$30	\$50		
Security Deposit	20% not to exceed \$500			
Tables (rectangular)	\$5	\$5	-	-
Chairs (foldable)	\$3	\$3	-	-