

Responsibilities of Facility User for Westampton Recreation Center are as follows:

- ***Must be a Westampton Township Resident** (Unless a local organization or non-profit).
- *No for-profit businesses will be permitted to use the facility to conduct sales of products.
- *Rental Fees - Friday - \$160.00 Saturday - \$200.00 Sunday – \$160.00
- *Usage form must be completed and submitted. Forms are available at the Westampton Township Municipal Building at 710 Rancocas Road, Westampton Township NJ 08060.
- *A non-refundable booking fee of \$25.00 is required to hold your reservation.
- *Driver's License or current photo identification must be submitted at time of application.
- *Must be On-Site and available for the duration of event.
- *Upon arrival, take note of any damage or issues as well as departure. Notify the office immediately, so we can address as soon as possible.
- *If you use the air conditioner, please do not plug any other electric items into the wall on the window side of the building.
- *Set up for event may begin at 11am on Fridays, 12pm on Saturdays, and 1:30pm on Sundays. Set up not allowed before stated times unless given express approval from the Westampton Recreation Department.
- *No nails, tacks, pins, staples, scotch tape, masking tape or any other items that may cause damage to the wall are permitted (i.e., holes, scrapes stripping of paint).
- *Rental parties may bring prepared food for event and can be kept warm with sterno (buffet style), but there is **no cooking allowed** on the premises.
- *All garbage must be discarded in the receptacles located outside of the building immediately following your event. There are cleaning supplies in the closet located in the main lobby.
- *Please turn off all indoor lights and make sure to lock all doors upon your exit. The light by the entrance door inside is always on as it is an emergency light.
- *Event insurance coverage required where **Westampton Township** is listed as further insured. This policy must have coverage of at least \$1,000,000.00 and be submitted to the Recreation Department at least ten (10) business days prior to your event or your reservation will be subject to cancellation.

For your convenience, here is a link to GatherGuard to apply for event insurance. The cost to obtain is \$100.30 and is not included in rental fee(s).

<https://app.gatherguard.com>

Venue code: **4990 – 411** and choose the location - **Westampton Recreation Center 50 Springside Road, Westampton, NJ, 08060, US**