



Borough of Lansdale: Parks & Recreation

2026 Facility Usage Permit Application

PLEASE PRINT

RENTER INFORMATION – All communication will be with the Primary Contact	
Event Date:	Time: _____ to _____ = _____ hrs <i>(*minimum of 3hr rental & must include Setup & Breakdown)</i>
Event Purpose:	
Estimated # Guests:	Estimated # of Vehicles:
Primary Contact Name:	Business/ Organization: (if applicable, 501c3 documentation)
Address:	
Cell Phone:	Email:
Secondary Contact : (Name & Phone)	
Location – Check One	ALCOHOL PERMIT – Indoor Facilities ONLY
<input type="checkbox"/> Parks & Recreation Activity Room	WILL YOU BE SERVING ALCOHOL AT YOUR EVENT? Y / N
<input type="checkbox"/> Wissahickon Park Building	Lansdale Borough Parks and Recreation Department allows alcoholic beverages for rentals at <u>indoor facilities</u> . The following are rules and regulations that will need to be signed and acknowledged before an Alcohol Permit is issued.
<input type="checkbox"/> White’s Road Park Pavilion	<ul style="list-style-type: none"> Alcohol consumption allowed only for those 21+ with valid ID. Only beer and wine permitted (cans/bottles, no kegs/mini kegs). Non-alcoholic beverages (water, soda, juice) must be available. Food must be served at the event. Alcohol consumption restricted to indoor areas.
<input type="checkbox"/> Stony Creek Park Gazebo	
<input type="checkbox"/> Memorial Park Gazebo	
<input type="checkbox"/> Other:	SIGNATURE _____

GENERAL INFORMATION

- Reservation fees are due at the time of booking. Facilities will not be held without payment and reservations are not confirmed until payment is received in full.
- When renting our facilities, a minimum booking of three hours is required. Time noted on permit MUST include set-up and breakdown. Please do not arrive prior to time shown on permit as these times are shared with Lansdale Police & Borough Staff.
 - *Ensure your time frame is the full duration: *Set Up + Event + Breakdown*
 - Submit the Facility Usage Permit Application. Once approved, the signed permit will be emailed to the Primary Contact, who becomes the Permit Holder and must have on hand their copy of the permit on the day of the event.
 - Rental fees are due with the application to secure your date.
 - During your rental, you are entitled to exclusive use of the area indicated on your permit (i.e. facility, pavilion, gazebo). All other areas are for shared public use.
 - A Certificate of Insurance (COI) listing Lansdale Borough as additional insured is required from any business, organization, food vendors, and entertainment providers (ie. photobooths, moon bounces, DJ, entertainers, etc) if you hire them for your event.
- Outdoor Facilities (White’s Road Park, Stony Creek Park, & Memorial Park):**
 - Prohibited Items: No stickers, staples, tacks, nails, adhesives, confetti, glitter, silly string, or similar items.
 - Trash: Renter is responsible for event trash removal (do not use park trash cans).
 - Recreational Equipment: Requires Parks & Recreation Director approval and Certificate of Insurance. Renter is responsible for their own A/V equipment. No live bands allowed.
 - Tobacco Use: Smoking, vaping, and chewing tobacco are prohibited in parks and facilities.
 - Vehicles: Must stay in designated parking areas, not on park grounds.
 - Public Access: Renter has exclusive use of pavilion/gazebo, but other amenities remain open for the public.
 - Noise: Be considerate of other park users when playing music.
- Indoor Facilities (Activity Room & Wissahickon Park Building):**
 - Alcohol: ONLY beer and wine permitted with an Alcohol Permit.
 - Prohibited Items: No stickers, staples, tacks, nails, adhesives, confetti, glitter, silly string, or similar items.
 - Trash: Renter is responsible for removing all trash (food and decorations).

- Place trash from Wissahickon Park Building at 660 Lansdale Avenue in the dumpster.
- Recreational Equipment: Requires Parks & Recreation Director approval and Certificate of Insurance. Renter provides own A/V equipment. No live bands.
- Tobacco & Smoke: No smoking, vaping, or chewing tobacco. Sternos are permitted to keep food warm.
- No fog machines, popcorn machines, or incense due to sensitive smoke detectors.
- Vehicles: Must stay in designated parking spots or around the neighborhood
- Cleaning: Sweep the floors and wipe down the tables & counters. Remove all items in the fridge.
- Departure: Renter must leave the facility in good condition by returning the chairs and tables after use to the arrangement in which the room was found. All lights turned off and secure the building (doors locked).
- Key: Return key in the mailbox.

VIOLATIONS

A security deposit is not required for permits to be processed. Additional fees will be imposed for any violations. Violations include:

- Excess or littered trash/ not taken out
- Damage to structure, furnishings, grills
- Renters do not observe Park Rules and Regulations
- Use of disapproved items such as stickers, staples, tacks, nails, adhesives, confetti, glitter, silly string, or similar materials is prohibited, as they are damaging to our facilities, parks, and the environment.

CANCELLATION POLICY (Based on Application Submission Date)

- Requests made more than ten business days prior to rental, will be refunded 75% of the full fee (permit +alcohol), and the remaining 25% is non-refundable.
- Requests made within ten business days of rental are not eligible for a refund.
- Any special exceptions, circumstances, or conditions must be submitted in writing and are subject to review and/or approval by the Lansdale Borough Parks & Recreation Department.

INCLEMENT WEATHER POLICY (Outdoor Facilities)

- *Before Event Start* - Must notify the office and renter may reschedule if a date is available or receive credit for future use.
- *After Event Start* - If the event has already begun and weather conditions force an early end, the renter may be eligible for partial credit, determined at the discretion of the Parks & Recreation Office.
- *Rescheduling* - Renters may reschedule their event within 12 months of the original event date, subject to availability. One complimentary reschedule due to inclement weather is permitted.

LIABILITY WAIVER & RELEASE

- As the primary contact, I release Lansdale Borough and its representatives from any liability for injury or property damage/loss during my use of park facilities. I understand that the Borough may revoke my access for rule violations or disruptive behavior.
- I authorize the Borough to act in the interest of my health and safety if needed and release them from liability for such actions.
- I have read all the park rules and regulations and understand them. I agree to abide by and will ensure that 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 paying a fine. I understand that I am responsible for leaving the facility in the same condition as upon my arrival and that I may owe a fine 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 of understanding and the Liability Waiver and Release must be signed, or this permit is void.

RENTER SIGNATURE: _____

DATE: _____

****BOROUGH USE ONLY****

AUTHORIZED BY: _____

DATE: _____

RENTAL: \$ _____

CHECK # _____

CASH _____

CREDIT CARD _____

ALCOHOL PERMIT: Y / N

COI NEEDED? Y / N

COI RECEIVED? Y / N

Parks & Recreation Activity Room

660 Lansdale Avenue, Lansdale

Saturday – 8:00 am to 10:00 pm

Sunday – 11:00 am to 10:00 pm

Resident & Nonprofit (social)	\$65/hour
Non-Resident (social)	\$75/hour
Business	\$85/hour
Alcoholic Beverage Permit	\$50 (beer & wine only)

Notes including Amenities & Features

- Rental Available: Year-Round (*Primarily Weekends -Reach out to the P&R Office if interested in daytime use during the week)
- Maximum Capacity: 100 People
- Kitchenette (microwave, refrigerator, sink)
- 15 tables – 6’ long x 2.5’ wide folding and 100 chairs
- 18 Parking Spaces + 2 ADA accessible spots in front of building
 - Additional parking in the surrounding neighborhood (*no parking at the school across the street)

Wissahickon Park Building

765 E. Main Street, Lansdale

Rental Hours 8:00 am to 10:00 pm

Resident & Nonprofit (social)	\$55/hour
Non-Resident (social)	\$65/hour
Business	\$75/hour
Alcoholic Beverage Permit	\$50 (beer & wine only)

Notes including Amenities & Features Amenities & Features

- Rental Available: Year-Round (*Closed November – April)
- Maximum Capacity: 45 People
- 12 tables – 5’ long x 1.5’ wide folding and 45 chairs
- Small serving area with sink
- 9 parking spots (4 of them ADA accessible parking)

White’s Road Park Pavilion

400 White’s Road, Lansdale

Rental Hours between 9:00 am to Dusk

Resident & Nonprofit (social)	\$50/hour
Non-Resident (social)	\$60/hour
Business	\$70/hour

Amenities & Features

- Rental Available: February 1 - October 31
- Maximum Capacity: 40 People
- Five 8’ Picnic tables under pavilion
- 2 Charcoal Grills – bring your own charcoal and grilling utensils - Use of personal grills is strictly prohibited
- Electrical outlets
- Close proximity to playground and bathroom facility

Stony Creek Park Gazebo

200 E. Hancock Street, Lansdale

Rental Hours between 9:00 am to Dusk

Resident & Nonprofit (social)	\$35/hour
Non-Resident (social)	\$45/hour
Business	\$55/hour

Amenities & Features

- Rental Available: February 1 - October 31
- Maximum Capacity: 50 People
- 11 picnic tables (5 outside the gazebo and 6 within the gazebo). Each table is approximately 6' x 2.5'
- Two Charcoal Grill – bring your own charcoal and grilling utensils - Use of personal grills is strictly prohibited
- Electrical outlets
- Close proximity to playground
- Portable toilet in parking lot

Memorial Park Gazebo

300 E. Main Street, Lansdale

Rental Hours between 9:00 am to Dusk

Resident (social)	\$15/hour
Non-Resident (social)	\$25/hour
Business	\$35/hour

Amenities & Features

- Rental Available: February 1 - October 31
- Maximum Capacity: 50 people
- Electrical outlets
- Restrooms under Grandstands

Business/Organization Special Event

Fourth Street Park, Memorial Park, Railroad Plaza, White's Road Park

Rental Hours between 9:00 am to Dusk

Nonprofit with Proof	\$60/hour +
Within Lansdale Borough	\$80/hour +
Outside Lansdale Borough	\$130/hour +

+Additional fees **MAY** apply if determined they are needed.

Electrical Connection Fee – Existing Outlets	\$25.00
Park Personnel	Hourly rate determined by Union Contract plus an additional 30% to cover fringe benefits
Crossing Guard	Per Police Contract
Police Officer	Per Police Contract

If interested in hosting a special event within the park system, in addition to the form for park usage, all special event requests must be submitted through the Special Events Committee. A special event is defined as an event open to the public and/or requiring Borough staff assistance (Police, Public Works, etc.). The special events committee requires applications be submitted 90 days prior to event. Park usage fees will be assessed based on the facility, residency, and the number of hours. A Certificate of Insurance (COI) listing **Lansdale Borough as additional insured** is required from business/organization and any outside food vendors and entertainment providers.

Ball Fields

Memorial Park (Weaver Field), Moyers Rd / Fifth St, and Lighting

***Attach your schedule to the permit application**

MEMORIAL PARK – WEAVER FIELD	Resident	Non-Resident
1 Game	\$35/hr	\$130/hr
1 Game per wk (2 hrs/wk for 14 wks)	\$420 (\$15/hr)	\$560 (\$20/hr)

MOYERS RD / FIFTH ST	Resident	Non-Resident
1 Game	\$30/hr	\$130/hr
1 Game per wk (2 hrs/wk for 14 wks)	\$420 (\$15/hr)	\$560 (\$20/hr)

ALL FIELD LIGHTING (ALL FIELDS)	\$40/hr
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Community Organization Fee: \$100 per field per season

Sports Courts

2 courts max	Resident	Non-Resident
Individual Court(s)	\$15/hr/ court	\$25/hr/ court
Long Term (min. 14 wks)	\$10/hr/ court	\$20/hr/ court

Swimming Pools

Swim Team Rentals **Tentative Pricing-subject to change*

Swim Meets	\$165/hr + staff
Morning Rentals (per season)	\$115/hr

- *Certificate of Insurance is required to list Lansdale Borough as insured additional party*
- *Include a schedule with the permit application*
- *Organization provides their own lifeguards*
- *Setup and Breakdown (including cleaning) by organization's staff*
- *If cancelling / not attending on a certain day, must communicate with the P & R Office*
- *Confirm staff certifications and clearances prior to the first day of pool usage*
- *Provide all coaches' contact information (Phone & Email)*

Day Camp Pool Usage

Located in Lansdale Borough	\$6.50/person
Located Outside Lansdale Borough	\$8.50/person

- *Certificate of Insurance is required to list Lansdale Borough as insured additional party*
- *Must provide a list of all those swimming, including staff*
- *If cancelling / not attending on a certain day, must communicate with the P & R Office*
- *Include a schedule with the permit application to confirm dates and times*

AGREEMENT FOR USING THE BALL FIELDS, COURTS, AND SWIMMING POOLS

ALL USES OF BOROUGH OWNED PROPERTY, INCLUDING BUT NOT LIMITED TO PARK AREAS AND RECREATION FACILITIES, ARE SUBJECT TO FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES AS WELL AS RULES AND REGULATIONS ESTABLISHED BY THE BOROUGH COUNCIL OF THE BOROUGH OF LANSDALE OR BOROUGH ADMINISTRATION. LESSEE HEREBY AGREES TO BE RESPONSIBLE FOR AND TO RELIEVE AND HEREBY RELIEVES THE BOROUGH OF LANSDALE FROM ALL LIABILITY BY REASON OF ANY DAMAGE OR INJURY TO ANY PERSON OR THING WHICH MAY OCCUR FROM OR BE DUE TO THE USE, MISUSE, OR ABUSE OF ALL OR ANY OF THE FACILITIES ON BOROUGH OWNED PROPERTY OR FROM ANY KIND OF INJURY WHICH MAY ARISE FROM ANY OTHER CAUSE WHATSOEVER ON OR IN BOROUGH OWNED PROPERTY OR ANY BUILDING OWNED BY THE BOROUGH OF LANSDALE, WHETHER SUCH DAMAGE, INJURY, USE, MISUSE, OR ABUSE CAUSED BY OR RESULT FROM THE NEGLIGENCE OF THE BOROUGH, ITS SERVANTS, AGENTS, WORKMEN, EMPLOYEES, OR ANY OTHER PERSON OR PERSONS WHATSOEVER. THE ABOVE-MENTIONED STATED ORGANIZATION AGREES FURTHER TO ADHERE TO ALL THE ABOVE MENTIONED LAWS, ORDINANCES, RULES AND REGULATIONS AND ACKNOWLEDGE RECEIPT OF A COPY OF THE BOROUGH OF LANSDALE RULES AND REGULATIONS FOR PARK USE.

Chapter 89, PEACE AND GOOD ORDER

[HISTORY: Adopted by the Council of the Borough of Lansdale 9-7-1967 by Ord. No. 942. Amendments noted where applicable.]

Disorderly conduct and/or acts disturbing the peace are hereby defined for the purposes of this chapter as any act, word or conduct causing or tending to cause a disturbance of the peace and good order of the Borough or causing or tending to cause any danger, discomfort or annoyance to the inhabitants of the Borough or users of the Borough thoroughfares. Such act, words or conduct shall include but not be limited to fighting, drunkenness, vagrancy, begging, profanity or indecent language or acts; the making or causing to be made of any unnecessary noises or disturbances, clamor, din or other sounds disturbing or tending to disturb the peace and quiet of the community; the carrying on of any business, trade, transportation, recreation or amusement in a manner, at a time or in a place which causes any unnecessary noise or disturbance, discomfort, danger or annoyance; the reckless or careless driving or any other use of vehicles or animals by owners, occupants, users or operators of the same as shall endanger the safety of or interfere with the comfort and convenience of inhabitants of the Borough or persons using the thoroughfares of the Borough. **[Amended 9-2-1987 by Ord. No. 1367]**

REGULATIONS – PARKS & RECREATION FACILITIES

[Added 12-4-1969 by Ord. No. 977; amended 10-5-1972 by Ord. No. 1029; 7-12-1979 by Ord. No. 1189; 5-20-1981 by Ord. No. 1245] The doing of the following acts within any area designated as a park of the Borough of Lansdale and dedicated and described as such in Ordinance No. 1238:EN

- (1) Defacing, injuring, displacing, removing or in any other manner damaging any monument, fence, sign, walkway, lawn, turf, shrubbery, building, fruit, plant or any other natural or artificial facility or appurtenance. [Amended 6-18-1997 by Ord. No. 1608]
- (2) Bathing, wading, swimming or in any way entering into any pond or fountain.
- (3) The holding of meetings, group assemblies, musical or theatrical entertainment or any other gathering arranged through advertising of any sort without the specific advance approval of the Borough Council.
- (4) The soliciting of alms or sale of tickets or any merchandise or the posting of any notices, advertisements or any other article without the specific advance approval of the Borough Council.
- (5) The dropping, scattering or otherwise depositing of garbage, wastepaper, rubbish or any other things except in receptacles placed in the park for such materials.
- (6) Starting any fires or permitting any fire to continue to burn.
- (7) The hunting, trapping, injuring, killing or otherwise disturbing of any birds or animals in the park or the damaging, destruction or removal of any nest or other home of any animal or bird.
- (8) The fouling or damaging of any pond or fountain in any manner whatever.
- (9) Allowing dogs to run at large without a leash.
- (10) Discharging of firearms or fireworks.
- (11) The consumption of or possession of any intoxicating liquor or beer.
- (12) The consumption, use or possession of any controlled drug and/or device as the same are defined in the Drug Device and Cosmetic Act of the Commonwealth of Pennsylvania.
- (13) The use of any motorized vehicle, except those being operated in official capacities as police or maintenance or service vehicles, and also except motorized vehicles which are parked on the paved parking area within the four defined boundaries of Memorial Park, which lot is immediately adjacent to the Memorial Park baseball diamond and on the easterly side of Line Street, also described as being located in the southwesterly part of aforesaid Memorial Park.
- (14) It shall be unlawful for all persons to visit, enter, remain upon or be engaged in any activity in any of those parks which have been dedicated in any of the foregoing parks as dedicated by the Borough Council of the Borough of Lansdale after dusk until dawn, unless otherwise authorized by the Borough of Lansdale.
- (15) The violation of any rules and regulations which from time to time may be adopted by Borough Council with respect to conduct in any park of the Borough of Lansdale.

Violations and penalties.

Any person violating any of the provisions of this chapter shall be guilty of the offense of disorderly conduct and, upon conviction thereof in a summary proceeding before any District Justice, shall be sentenced to pay a fine or penalty not exceeding \$300 and the costs of prosecution and, in default of the payment of said fine or penalty and/or costs, shall be sentenced to imprisonment in the borough lockup or county jail for a period not exceeding 10 days.