



## **Rose Playground Facility Rental Agreement**

**1200 N. 75<sup>th</sup> Street Philadelphia, PA 19151**

**Phone 484-240-1528 ~ Email [opca19151@gmail.com](mailto:opca19151@gmail.com)**

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Applicant/Contact Person Name: \_\_\_\_\_  
Company/Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Caterer Name if Applicable: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_ # People Attending: \_\_\_\_\_  
Type of Event/Activity: \_\_\_\_\_

### **General Information**

- Rose rec center is open for rentals from 8am to 11pm. There is on street parking.
- Facility agreement must be completed in advance and signed before reservations will be secure.
- A non-refundable reservation deposit of \$50.00 is required to secure facility rental. This can be done by cash, money order or via PayPal & is due 30 days prior to the event. No checks.
- The total balance for the event is due 7 days prior to the event.
- If the event is cancelled the deposit is non-refundable.
- Maximum center capacity for events is 125 persons; with dinner tables estimated 60 persons.
- The center may be accessed for decorating purposed the evening prior to function providing there is no other events taking place.
- The center must be vacated and all decorations removed within 30 minutes following the conclusion of the function.
- Renter is responsible for all damages incurred to the facility during the rental
- Renter is responsible for setting up and dismantling of all equipment, chairs and tables.



- All contractual agreements made with vendors providing outside service will be between the renter and those vendors. OPCA is not party to any such agreements and shall be held harmless from any claims or damages arising from such agreements.
- Renter will provide security for those attending the event and for the property of Rose Playground.
- All trash must be bagged and placed at the curb by the pole next to the bust stop on 75<sup>th</sup> Street.
- Bathrooms and the entire kitchen area must be cleaned and floors must be swept and sticky spots and spills must be mopped.

### **Rec Center Restrictions**

- The center is a NON-smoking facility up to and including 50 feet from the door.
- No alcohol is allowed in the facility as well as on the premise
- No pets unless there are a service animals.
- Sleeping in the center is prohibited.

### **Emergency Procedures**

- Call 911; give facility location and location of fire and any other pertinent information
- Utilize First Aid kit for any small injuries.
- If fire is small, extinguish with nearest fire extinguisher.
- To operate fire extinguisher follow P.A.S.S.
  - Pull Trigger pin
  - Aim nozzle at base of fire
  - Squeeze trigger
  - Sweep from side to side
- If fire is large or out of control, calmly evacuate the facility.



By signing below, I acknowledge that I have read, understood and agree to the terms of this agreement and promise to adhere to the facility rules and restrictions. I, for myself, my spouse, my child/ward, and on behalf of our heirs, assign personal representatives and next of kin, hereby release, indemnify, and hold harmless Overbrook Park Civic Association, their respective officers, directors, officials, volunteers, agents, and if applicable, owners and lessors of premises used to conduct the event (leases), with respect to any and all injury, disability, death or loss or damage to personal property, incident to me or the people at the event I am leasing the property for, whether arising from the negligence of the releasers or otherwise, to the fullest extent permitted by law. Overbrook Park Civic Association will not be responsible for any equipment, property or persons during this event.

Signature & Date of Applicant: \_\_\_\_\_

OPCA Rep Signature & Date: \_\_\_\_\_

**Deposit & Balance Info:**

OPCA Rep taking the reservation: \_\_\_\_\_

Deposit in the Amount of \$\_\_\_\_\_ was received on \_\_\_\_\_ in the form of (cash, money order, PayPal) \_\_\_\_\_

The Balance in the amount of \$\_\_\_\_\_ is due on \_\_\_\_\_



## **Rose Rec Rental Maintenance Checklist**

\_\_\_\_\_ Personal and kitchen items removed

\_\_\_\_\_ Food removed from refrigerator, freezer, stove, oven and microwave.

\_\_\_\_\_ Area clear of all decorating materials.

\_\_\_\_\_ Kitchen counters, stove and sink cleaned

\_\_\_\_\_ Garbage bagged and taken outside and placed by the pole next to the bus stop.

\_\_\_\_\_ Floors swept and mopped.

\_\_\_\_\_ Tables and chairs cleaned and stored.

\_\_\_\_\_ Doors and windows locked,