



Souderton Borough Non-Profit Rental Policy

At Souderton Borough, we understand that Nonprofit organizations are often challenged in finding high quality event space at an affordable price. As part of the Borough's vision to support collaboration and help nonprofits provide services in a cost-effective manner, Souderton Borough would like to offer a 50% discount on all rentals. The Borough Council reserves the right to determine who shall be eligible to receive the discount and establish certain terms or conditions regarding the use of such facilities. These terms and conditions are subject to change. *If you feel your organization should be eligible for a full waiver of fees, contact the Borough and your request will be reviewed by Borough Council.*

1. Organization shall provide proof of non-profit status. Non-profit status is defined as:
 - a. Nonprofit Corporation: Nonprofits organized for the benefit of the public or a large segment of the public, as opposed to a group of private individuals, are nonprofit corporations.
 - b. Nonprofit Cooperative Corporation: Nonprofits that are organized for the benefit of a select group as opposed to the public.
 - c. Examples:
 - i. 501 (c) (3): Organizations formed for the following purposes: religious, educational, scientific, literary, testing for public safety, amateur sports, and prevention of cruelty to children or animals.
 - ii. 501 (c) (4): Social welfare groups such as civic leagues, social welfare organizations, homeowners' associations, and local associations of employees.
 - iii. 501 (c) (6): Business leagues, chambers of commerce and professional associations fall under this category.
2. Organization shall provide a Certificate of Liability Insurance
3. Organizations shall submit a complete Reservation Request Form and all related fees to Souderton Borough Office in advance of reservation request. Any special instructions/requests shall be made at the time a reservation request is submitted. A refundable Security Deposit of \$100 is due at the time of request.
4. The renter/renting organization shall be responsible for all attendees who attend their event and may be held liable for any guests not in compliance with rules & regulations.
5. Renters of the facility shall be responsible for removing all property which they bring to the facility, and for restoring the property to a respectable condition upon departure. Failure to properly clean up and dispose of waste may result in additional charges.
6. Renters of the facility shall be held responsible for any damage done to the equipment or facilities that occurs during the time of rental. Damages may result in additional charges.

7. Reservations are on a first-come, first-serve basis. Borough and/or regularly scheduled events may take priority on assigned dates.
8. The use of drugs, illegal substances, weapons, and fireworks are prohibited in rented facilities and parking lots. Persons or groups disregarding this regulation may be expelled from the premises, denied future rental privileges, and reported to the Souderton Police Department.
9. The use of alcohol in rented facilities is not allowed unless a permit is first obtained. A permit may be obtained through the Souderton Police Department. The consumption of permitted alcohol shall not result in public drunkenness or otherwise unruly behavior. Persons or groups disregarding this permit and rule may be expelled from the premises, denied future rental privileges, and reported to the Souderton Police Department.
10. Renters understand that they are renting the exclusive use of a certain space within a community park. Other individuals may still use public spaces in the area, including playground equipment, bathroom facilities, and open space.
11. Renters shall maintain a reasonable noise level in good faith with the peace and quiet enjoyment of residents and those around them. Renters must strictly adhere to the Borough Noise Ordinance.
12. Common sense should be used regarding the use of equipment and facilities. Order shall always be maintained, and all facilities should be used with general care.
13. Renters/Organizations using rented facilities must abide by all Rules & Regulations, and all Souderton Borough Ordinances. Failure or refusal to comply with stated rules may result in the forfeiture of reservation and denial of future privileges.

I have read and understand the above expectations and by signing, I agree to abide by these requirements.

Signature of Representative

Date

Printed Name of Representative

Email of Representative