

Community Center Rental HORSHAM TOWNSHIP PARKS & RECREATION

The Horsham Township Community Center is available for rent and can be reserved up to 3 months in advance.
For more information or to reserve a date call (215) 443-2609.
All of our facilities are non-smoking and do not allow alcoholic beverages or dogs.

Group A

Applies to Horsham Township Council, advisory boards, authority's and committees; Horsham Township operating departments; Horsham Fire Company and Hatboro-Horsham School District.

Fee: No Charge

Groups B1 and B2

• **B1:** Applies to (1) regular monthly meeting of these organizations, when building is scheduled to be staffed, if building is not to be staffed please follow the B2 fee structure.

o Youth sports organizations

o County, State, Federal, elected officials representing Horsham Township

o Community, civic or political organizations located within Horsham Township

Fee: No Charge

• **B2:** Applies to groups and all other use, where an admission or registration fee is not charged, by B1 organizations including but not limited to registrations, drafts, coach meetings, training classes, candidate meetings, and an additional meeting during a month. Also includes Home Owners Associations, Non-profit Organizations and Churches located within the boundaries of Horsham Township.

Main Meeting Room \$45.00/hour

Meeting Room A or B \$30.00/hour

Group C

Applies to youth sports organizations and other community or civic organizations located within Horsham Township for activities and events where an admission or registration fee is charged; a donation is solicited; or funds are being raised.

Main Meeting Room \$45.00/hour

Meeting Room A or B \$35.00/hour

Group D

Private Citizen, For Profit Organization, Business and Commercial, Non-profit, political, non-community agency or organization located outside of Horsham Township (resident or non-resident).

Main Meeting Room \$70.00/hour

Meeting Room A or B \$50.00/hour

Facilities Available for Use

- Main Meeting room – 188 people with tables and chairs; 250 chairs only
- Meeting Room A or B - 94 people with tables and chairs; 138 chairs only
- Kitchen – food preparation only, no cooking allowed as per Montgomery County Health Department Food License.
- *Permit times will include set-up and clean-up of one (1) hour total. A minimum two hours per use will be assigned (includes up to one hour for the event and at least 30 minutes for set-up and 30 minutes for clean-up).*
- *A flat administrative fee of \$30 will be assessed to each permit.*
- Additional charge may be assessed for set-up services and/or necessary clean up after an event.

Security Deposit

A \$75.00 security deposit is due with fee and application. If your group stays beyond the times specified on the permit or does not clean up after themselves, this deposit will be kept. Otherwise, it will be returned to you at the conclusion of the event.