



POLICE ATHLETIC LEAGUE PARSIPPANY-TROY HILLS



PAL RENTAL FEES

RENTAL FEES ARE FOR USAGE OF ROOMS AS IS.

SPECIAL EVENTS AND TOURNAMENTS WILL REQUIRE ADDITIONAL FEES FOR ROOM MODIFICATIONS.

THESE FEES WILL BE DETERMINED FOR EACH EVENT.

Room	Rate/Hour
All Purpose Room (APR) – Meetings & Special Events = Full Room Only	\$90.00
Gym 1 or Gym 2	\$80.00
Divided Half Room – APR, Gym 1 or Gym 2	\$60.00
Discounts Available for the following: (Rental Rate Only)	Discount
Resident Organization (For Profit) & (Not-For-Profit) (Not-For-Profit Organizations must provide proof of current IRS Form 990)	5%
Approved Charitable Organizations (listed on back) & PAL Sponsors	15%

Additional Facility/Event Fees	
Fire Permit (event specific)	Per Township + \$5
Clean Up Fee	\$200
Event Setup & Breakdown	TBD
Usage of PAL Media Equipment	\$100
Event Security	TBD
Event Staff (in addition to scheduled staff)	TBD
Tables & Chairs (based on availability)	Included

Please note these important changes & notices:

- The Floor Plan is required at the time the contract is prepared.
- Rentals may require a Parsippany Troy Hills Township Fire Permit charge per day.
- There will be no kitchen access allowed.
- All contracts require a 50% deposit, and all balances must be paid 30 days prior to the event. Please refer to the contract for payment details.
- The PAL rents Gym(s) only for sports and athletic activities.
- An insurance certificate is required to be presented to the PAL upon request.
- Organizations address residency will be based on certificate of liability insured or other required documents.
- At the discretion of the PAL, approved security is required whenever there are PAL activities/children present in the building.
- There is to be no vendor activity in the hallways or parking lots unless previously approved by the Executive Director prior to the event and specifically listed in the rental contract. Failure to follow this rule will result in additional charges being assessed and the potential forfeiture of future rental opportunities.
- **Cancellation Policy GYM:** If notified and confirmed by Main Office, at least **72 Hours PRIOR** to event, you will receive a full refund. If notified and confirmed by Main Office, **WITHIN 72 Hours** prior to event, you will receive a 50% refund. Any cancellations day of event will receive no refunds. Inclement weather cancellations will be handled case by case.
- **Cancellation Policy APR:** If notified and confirmed by Main Office, at least **45 DAYS PRIOR** to event, you will receive a full refund minus a \$75 cancellation fee. If notified and confirmed by Main Office, **44-30 DAYS PRIOR**, you will receive a 50% refund. Any cancellations **LESS THAN 30 DAYS** of event will receive no refunds. Inclement weather cancellations will be handled case by case.



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Approved Charitable Organizations:

The Mount Tabor Fire Department, Inc., District No. 1
Rainbow Lakes Volunteer Fire Company, District No. 2
Lake Parsippany Volunteer Fire Company, District No. 3
Lake Hiawatha Fire Department, District No. 4
Parsippany-Troy Hills Volunteer Fire Company, Inc., District No. 5
Parsippany-Troy Hills Fire Association, District No. 6
Parsippany Volunteer Ambulance Squad
Parsippany Rescue and Recovery Unit Inc.
Parsippany's Rockaway Neck First Aid Squad
Parsippany Child Day Care Center
The Free Public Library of Parsippany-Troy Hills
Craftsman Farms Foundation
County of Morris
Boy Scouts of America
(chartered within the Township of Parsippany-Troy Hills)
Girl Scouts of the United States
(within the Township of Parsippany-Troy Hills)
Women's Theater Company
VFW (Posts within the Township of Parsippany-Troy Hills)
American Legion (Posts within the Township of Parsippany-Troy Hills)
Parsippany Kiwanis
Parsippany Rotary
Parsippany Elks Lodge
Parsippany Area Chamber of Commerce
Parsippany BOE PTA's

ALL FEES SUBJECT TO CHANGE WITHOUT NOTICE.

v. 2022