

## HOW TO COMPLETE A FACILITY RENTAL

1. Go to FallsTwpRec.com and log in to your account. If you do not have an account, you can create one by clicking on the "New Account" icon.
2. Once you are logged in, you can click the "Reserve" icon in the middle of the screen, or under the Facilities tab, click "Reservation".
3. By clicking the drop down, you will select the facility you are interested in renting.
4. Under "Start Date" you will enter the requested rental date. And then enter the Start and End times of the rental. Click NEXT.
5. Your name, address, phone number and email should auto populate. Add any additional information you would like us to know about this rental. Enter the Purpose of the Rental and the approximate Head Count.
6. Answer the required Questions by clicking the drop-down arrows, and then click SUBMIT.
7. At this point your request has been submitted to the Parks and Recreation department for approval. YOUR RENTAL IS NOT OFFICIAL UNTIL YOU HAVE SUBMITTED ONE CHECK FOR THE SECURITY DEPOSIT AND ONE CHECK FOR THE RENTAL FEES, AND YOU HAVE RECEIVED A COPY OF THE RENTAL PERMIT SIGNED BY FALL'S TOWNSHIP STAFF.
8. You will now need to submit one check for your rental fees and one check for your security deposit. These can either be mailed in or dropped off at the Falls Township Administration Offices at 450 Lincoln Hwy, Fairless Hills, PA 19030. Once the Parks and Recreation department receives your rental request, you will have 10 days to submit the rental fees and security deposit. IT IS IMPORTANT TO NOTE THAT IF PAYMENT IS NOT RECEIVED WITHIN 10 DAYS, THE REQUEST WILL BE CANCELLED AND YOU WILL HAVE NO RESERVATION.
9. Once we have processed your payment, your Request will be converted to a Reservation. At this point you will receive an emailed receipt and Rental Permit signed by the Falls Township Staff.
10. It is the responsibility of the applicant to bring a copy of the Permit to the event. If the applicant does not receive the proper paperwork within the allotted time frame, please contact the Parks and Recreation office to check on status of the request.
11. If you have any questions or need assistance, please feel free to contact Barbara Loessy at 215-949-9004 or email [b.loessy@fallstwp.com](mailto:b.loessy@fallstwp.com)