



# LEWISTOWN COMMUNITY CENTER

108 Montgomery Avenue · Lewistown, PA 17044

Phone: 717-248-3498 · Fax: 717-248-0794

www.lewistownborough.com

## Rental Agreement

Name: \_\_\_\_\_ Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate: \_\_\_\_\_

Event Date: \_\_\_\_\_ (Time) Start: \_\_\_\_\_ End: \_\_\_\_\_

## Use of Facility

### Sunday through Thursday Rates (6 Hour Block)

- Full Community Room (*holds approximately 275 people*).....\$175.00
- Half Community Room (*holds approximately 175 people*).....\$100.00
- Quarter Community Room – (*holds approximately 60 people*).....\$75.00
- Activity Room (*holds approximately 50 people*).....\$50.00
- Conference Room (*holds approximately 25 people*)..... \$25.00/Hr

**TOTAL RENTAL FEE** \$ \_\_\_\_\_

## WAIVER

I, \_\_\_\_\_, agree that any and all damages inflicted to the Community Center during my event can and will be billed to me. I, \_\_\_\_\_, agree that I will pay the invoiced amount for such damages, plus any other additional fees related to the damages, in a timely manner, within 30 days of invoice date. I, \_\_\_\_\_, agree that if the police are called to the Community Center during my event for any reasons other than medical emergencies, I will be responsible for any and all costs related to such an investigation.

I accept all terms of this waiver this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print*

Borough Witness \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print*

**Deposit**

1. A deposit of 50 percent of the full rental amount must be paid upon submitting the completed form in order to reserve the date (given that the event date is available).
2. A mandatory damage deposit of \$150.00, paid on a separate check, will be required for all rentals. Security deposit will be returned after the facility is inspected for proper cleaning and damage after the event.
3. The remaining balance is to be paid one month prior to the event.

**Alcohol Use on Premises**

1. No alcoholic beverages are permitted in the building or on the premises, without prior approval.
2. Prior to and as a condition to granting any request for alcohol use on the premises, the renter must complete and return the alcohol policy application questionnaire which must be approved by the Borough.
3. All alcoholic beverages must be served by a licensed or certified bartender.
4. At all times there shall be compliance with the alcohol policy adopted by the Borough in relation to the Community Center.

**Insurance**

1. Insurance, as applicable, shall be provided by the renter with such coverage as required by the Borough from time to time. The Borough of Lewistown, its Council members, Mayor, Officers and Agents shall be listed as "additional insureds" on any policy of insurance required.

**Cancellation Policy**

1. We kindly ask you to notify us at least 60 days prior to the event so that we may have time to re-rent the facility.
  - a. If notice is given at least 60 days prior to the event, 75 percent of the deposit will be refunded.
  - b. If notice is given less than 60 days prior to the event, NONE of the deposit will be refunded.

**Clean-up Policy**

1. The building is to be returned to its original condition, including arrangement of tables and chairs.
2. It is the Individual/Organization's responsibility to clean-up following the event. In the event that the Borough of Lewistown has to clean the facility, we will bill the Individual/Organization responsible for the rental for any and all fees related to the clean-up.
3. Make sure all tables and chairs are "clean" before putting them away.
4. Garbage is to be placed in plastic bags and disposed of in outside containers.

**RENTAL RULES**

1. **Any damages inflicted to the facility will be submitted to the Individual/Organization responsible for the event and will be invoiced for any and all costs related to the damages. The Individual/Organization must then pay the invoiced amount within 30 days of the invoice date.**
2. **If the police are called for any event, the Individual/Organization responsible for the event and will be invoiced for any and all costs related to the call. The Individual/Organization must then pay the invoiced amount within 30 days of the invoice date.**
3. Someone must be present to open and close the building. At no time may the building be left unoccupied while unlocked.
4. No smoking (including electronic and vapor cigarettes) or chewing tobacco is permitted within the building or the entire premises, including parking lots and the park.
5. Toilet paper will be furnished by the center.
6. Tea towels, dishcloths, and paper or plastic supplies are the renter's responsibility.
7. Do not tape or staple any decorations or notices on any wall or blackboard.
8. Do not attempt to change thermostat temperature.
9. Do not remove any pots, pans, dishes, utensils, or anything belonging to the center.
10. False fire alarms will be fined as per the Lewistown Fire Department statute. This also includes smoke generating items such as too many candles or fog machines.
11. **Closing time will be 11:00 p.m.**
12. Any other rules as agreed upon.

We undersigned have read and agree to follow all set rules.

Renter's Signature \_\_\_\_\_

Date \_\_\_\_\_

Borough Staff \_\_\_\_\_

Date \_\_\_\_\_