



Lewistown Community Center
 108 Montgomery Avenue
 Lewistown, PA 17044
 Phone: 717-994-4368/717-248-1361
 Email: recreation@lewistownborough.com
 Website: lewistownborough.com

Facilities Rental Contract

For Use of Lewistown Community Center

OFFICE USE ONLY			
Room Renting: _____	Date of Event: _____		
Cash <input type="checkbox"/> \$ _____	Rental Fee: _____		
Check <input type="checkbox"/> # _____	Amount Paid: _____		
Security Deposit <input type="checkbox"/> _____	Balance Due: _____		

RENTAL CONTRACT

Name/Organization: _____ Event Date: _____ Time: _____ to _____

Phone Number: _____ Email: _____ Type of Event: _____

Mailing Address: _____

Rental Rates (Check Box)

Weekday Rentals (Sunday – Thursday) Daily Rates	Weekend Rental (Friday and Saturday) Daily Rates
Activity Room (up to 50 people) <input type="checkbox"/> \$75.00	Activity Room (up to 50 people) <input type="checkbox"/> \$75.00
Full Community Room (up to 275 people) <input type="checkbox"/> \$175.00	Full Community Room (up to 275 people) <input type="checkbox"/> \$450.00
Half Community Room (up to 175 people) <input type="checkbox"/> \$100.00	Half Community Room (up to 175 people) <input type="checkbox"/> \$250.00
Quarter Community Room (up to 60 people) <input type="checkbox"/> \$85.00	Quarter Community Room (up to 60 people) <input type="checkbox"/> \$85.00
Conference Room per hour (up to 25 people) <input type="checkbox"/> \$25.00	Conference Room per hour (up to 25 people) <input type="checkbox"/> \$25.00
	All Access Weekend (Fri 9am – Sun Noon) <input type="checkbox"/> \$750.00
# of Days Renting: Rate: Total:	# of Days Renting: Rate: Total:

GRAND TOTAL: _____

Terms and General Rules

1. Upon completion of rental contract, a deposit of 50 percent of the full rental amount must be paid to reserve any room. Balance due 60 days prior to the event.
2. A mandatory security deposit of \$150.00 paid by separate check, is due upon pickup of key and is required for all rentals. Deposits are returned upon building inspection and key turn in the following business day after event or day/date arranged with Building Coordinator.
3. Key pickup will be the day before the event or day/times arranged with building coordinator. Someone must be present to open and close the building during the event. At no time should the building be left unoccupied while unlocked.
4. Tables and chairs are provided. Placement/arrangement of tables and chairs is the responsibility of the renter. All tables and chairs must be put back to their original location after use.
5. A commercial kitchen is included with all rentals. Cleanup and removal of all food after the event is the responsibility of the renter.
6. Cleaning supplies, mops, toilet paper, paper towels and garbage bags are provided. Cleanup is the responsibility of the renter. All trash must be removed and placed in the dumpster in the parking lot at the back of the building. Rooms used must be push mopped or wet mopped when needed.
7. Command strips and scotch tape are to be the only decorating aids used. Nails and staples are prohibited.
8. Any damage to the center during the rented timeframe is solely the responsibility of the renter. The Borough of Lewistown reserves the right to bill the renter for any damage or cleaning fees if needed. Please see below for cleanup policy and complete list of renter responsibilities.
9. All events must be concluded by 11 pm unless prior authorization is given to the renter by the Borough of Lewistown.
10. If police are called for disturbance or incidents outside of medical emergencies, renter will be responsible for costs related to the call and will be billed by invoice. The invoice is required to be paid within 30 days.
11. Candles and fog machines are permitted, however if fire departments are dispatched to building for a false fire alarm, fines may be given as per the Lewistown Fire Department's protocol.

Cleanup Policy

1. All cleanup is the responsibility of the renter.
2. All cleaning supplies are provided. Mops, brooms, toilet paper, paper towels, and garbage bags are all stored in the Utility Room at the back of the building.
3. All tables and chairs are provided. Long tables are located in the coat closet inside the main entrance. Round tables are located in the closet of the Activity Room. Chairs are located in the Community Room AND also in the storage room across from the Utility Room at the back of the building. (Your building key will unlock doors within the building).
4. All tables and chairs used are to be wiped clean and put back to their original storage location after use.
5. Floors in rooms used require push broomed and garbage removed. Wet mops are to be used if any spills take place during an event. All mops are located in the Utility Room at the back of the building.
6. All lights are to be turned off when leaving the building, which includes if you leave and return.
7. All trash needs to be removed from the building and placed in dumpster in the parking lot at the back of the building. This is to include restroom trash. Bags are located in the Utility Room at the back of the building.

Community Building Restrictions

1. No nails, tacks, adhesives, or glues are to be used inside or outside of the building.
2. No smoking on property.
3. All tobacco (including chewing tobacco and electronic and vapor cigarette) use is prohibited on property.
4. No pets
5. Leaving the building unattended while unlocked is prohibited. Building doors should remain locked at all times unless occupied.
6. Sleeping in the Community Center is prohibited.
7. No one is permitted in the building after 11 PM.
8. No alcoholic beverages are permitted in the building unless approval is received by Lewistown Borough Council prior to event (see alcohol policy).
9. If alcohol is provided in any capacity, renter must provide liability insurance to be submitted with alcohol policy. (See alcohol policy).
10. Alcohol cannot be served by anyone other than by a licensed, RAMP certified bartender. All paperwork will need to be submitted for approval by Lewistown Borough Council at least 30 days prior to the event.

Cancellation Policy

1. 60 days' notice prior to the event is required to receive a full refund. If 60 days' notice is not provided, rental deposit will be forfeited.

RENTAL AGREEMENT

Date(s) of rental: _____ Time of rental (Including set-up and clean-up from _____ to _____

I have read and understand the rental rates, terms, and restrictions of renting the Lewistown Community Center. I further understand any damage that occurs to the property (inside or outside) will be my responsibility. The security deposit provided will be applied toward any costs incurred for cleaning and/or repairs needed to return the building to condition when rented. If the security deposit does not cover the costs of said repairs and cleaning, an invoice will be provided to me for the difference in cost. Payment of the invoice is due within 30 days of receipt.

Renter Signature: _____ Date: _____

Accepted by (Lewistown Community Center Representative) _____

Signature: _____ Date: _____