

# EAST PENNSBORO TOWNSHIP ANNEX BUILDING USAGE RULES & REGULATIONS

440 Chestnut Street, West Fairview, PA 17025



1. All persons or groups requesting use of Township-owned facilities must be at least twenty-one (21) years of age and complete a “Facility Reservation Application,” along with the appropriate rental fee or deposit required to confirm the reservation. Dates and times requested must include time needed for set-up and clean-up to include arrangements that may be necessary for delivery and removal of rented supplies and equipment. The balance of the rental fee plus all applicable deposits must be paid by the time that the key to the building is secured. Use of the facility shall be restricted to the terms specified in the confirmation.
2. All cancellations must be reported to the Township Recreation Department at least two weeks prior to the scheduled reservation. Violation of this policy may result in denial of future reservations. Rental fees, less non-refundable deposits, will be returned as long as the Township is notified of the cancellation at least two weeks prior to the scheduled reservation. Refunds will not be given for cancellations made after this time.
3. All groups requesting use of the building must provide the name and telephone number of a local contact person who will assume responsibility for administration of the activity and be present during the event. Groups using rented equipment and supplies and/or caterers must indicate their intention to do so on the application form. The person signing the “Facility Reservation Application” is responsible for the condition of the building, the equipment located within and any damage to the same.
4. Activities are restricted to those that are appropriate for conducting inside a meeting facility. Organized sports such as roller/floor hockey, soccer, basketball, baseball, etc. are not allowed. If you are planning an activity that includes games, you must contact the Recreation Department for approval prior to the event.
5. The key to the building may be picked up on the date of the rental, at the Township Municipal Building (98 S. Enola Drive, Enola, PA 17025) between 8:00am–4:00pm, Monday through Friday. Weekend renters must pick up the key before 4:00pm on Friday. All keys are to be returned to the office on the next business day following the rental or deposited in the drop box.
6. All persons who are attending any function in Township-owned buildings must park in the parking area. No persons are permitted to park in the lawn area or in the alley blocking any residence.
7. All trash, garbage and paper must be gathered and placed in the proper containers. Cans and bottles are to be placed in the recycle container. No trash is to be placed in recycle containers.
8. There are to be no tacks, nails, glue, or tape placed anywhere in the building. Only free standing decorations may be used. All decorations must be removed from the premises. Absolutely no glitter, confetti, sparkles or small celebratory items are allowed. No open flamed candles or fog machines are permitted.
9. All groups are responsible for returning the facility and the exterior of the building to the clean and orderly condition it was in prior to the rental. All chairs, tables, etc. will be returned to their proper places and wiped off, if necessary. Floor should be dry mopped or wet mopped, if necessary. Lights and water should be turned off, and doors should be locked upon vacating the facility. No Township property may be removed from the building at any time.

10. No animals are allowed in the facility except Service Animals.
11. All groups are required to provide a \$50 refundable Security/Cleaning Deposit. This deposit will be retained by the Township if there is property damage or failure to complete the tasks outlined in this agreement.
12. **No alcohol or tobacco** is permitted on the premises at anytime.
13. The Township will not assume responsibility for damages or loss of any merchandise or articles left in the facility.
14. All groups/individuals agree to be responsible for any damages done to the premises or any other part of the building, including the bathrooms, kitchens and storage rooms during the time of rental.
15. East Pennsboro Township reserves the right to reject or revoke any application or amend these Rules and Regulations at any time.
16. Disc Jockeys and amplified music are permitted with prior permission by the Recreation Department. All music must be at a reasonable level and must end by 10 pm.
17. Additional tables, chairs and other equipment may be provided by the renters. Facility is rented as is. Restrooms, running water and electricity are available. Refrigerator in kitchen may be plugged in to use and unplugged at the conclusion of the rental.

**Room Capacity:** 195

**Priority of Multiple Requests for usage:**

1. Township Commissioners, Township Boards, Township Committees, Recreation Programs of East Pennsboro Township.
2. Authorized groups and or organizations based in East Pennsboro Township.
3. Other organizations and individuals on a first come, first Security Deposit paid basis.

**Rental Fees:**

Township Residents:

All Day Rental for **\$150.00** plus \$50.00 refundable deposit

Non-Township Residents:

All Day Rental for **\$200.00** plus \$50.00 refundable deposit

**\*Security Deposit is to be *separate* from Fee. Cash or check made payable to East Pennsboro Township\***

**\*\*Please allow up to 10 business days after the date of your event for your deposit to be refunded\*\***

## **Fees and Charges**

Fees shall be set by separate resolution, from time to time, by the East Pennsboro Township Board of Commissioners. For the purpose of assessing fees for reservation and use of Township facilities, groups shall be categorized as explained below. Please refer to the section which contains exceptions for use of facilities.

## **Insurance**

Organizations must provide the Township with a current copy of proof of liability insurance. A copy must be provided before a rental is approved by the Township.

All groups or persons reserving Township facilities agree to assume responsibility and liability for any damage to property or injury to persons incurred through use of the facility and to indemnify the Township for any losses, claims or expenses that may arise from any such damage to property or injury to persons. Organizations are required to carry General Liability Insurance, with a minimum limit of \$1,000,000 per Occurrence and \$2,000,000 Aggregate, naming East Pennsboro Township and its employees, elected officials and volunteers as Additional Insurers and to provide the Township with a Certificate of Liability Insurance, with a copy of the Additional Insured Endorsement to the policy, prior to the date of the event. Failure to provide required insurance shall be reason for cancellation of the event.

I understand as the Representative that I am responsible for adherence to these Rules and Regulations and the condition of the facility and any damages to it. I have read and understand East Pennsboro Township's Facility Rules and Regulations governing the use of the Annex Building at East Pennsboro Township Park and agree to comply with all the requirements as stated. I agree to assume all responsibility for any damages incurred beyond normal wear and tear and also assume all liability for personal damages or injuries incurred through the use of the facility and relieve East Pennsboro Township and its officials of any responsibility for such activities. I understand that the refundable deposit will not be returned in case of cancellation. I understand that property damage, or failure to complete the tasks outlined in the Facility Clean Up checklist will result in a loss of the full security deposit. I understand that damage to the facility and/or costs associated with the cleaning of the rented facility in excess of the security deposit will be charged to me or my account as well and I consent to and agree with such charges being made. I agree to be bound by the terms of the Resolution governing the use of the Township facilities and all Rules and Regulations relating to the facilities.

# East Pennsboro Township Annex Building Rental Contract

TYPE/NAME OF EVENT: \_\_\_\_\_

RESERVATION DATE : \_\_\_\_\_ NUMBER OF PEOPLE: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ AM/PM                      ENDING TIME: \_\_\_\_\_ AM/PM

**\*PLEASE INCLUDE SET-UP AND CLEAN-UP TIME\***

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ ADDITIONAL PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

Any additional info: \_\_\_\_\_

## **RENTAL FEES:**

### **Township Residents:**

All Day Rental Fee: **\$150.00**  
plus \$50.00 refundable deposit

### **Non-Township Residents: All**

Day Rental Fee: **\$200.00** plus  
\$50.00 refundable deposit

RENTAL FEE:            \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

SEPARATE DEPOSIT: \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

\*Please allow up to 10 business days

KEY    # \_\_\_\_\_    DATE PICKED UP: \_\_\_\_\_    DATE RETURNED: \_\_\_\_\_    Initials: \_\_\_\_\_

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## TOWNSHIP USE ONLY:

Date received \_\_\_\_\_  Approved  Denied    Date \_\_\_\_\_    Amount due \_\_\_\_\_  
Insurance required?  No     Received/On file    Expiration date \_\_\_\_\_    Car Insurance  Yes     No  
Concessions/Vendors/Rentals/Caterers?  Approved  Denied    Name(s) \_\_\_\_\_  
Additional fees and charges \_\_\_\_\_    Signed \_\_\_\_\_

**I understand and do hereby agree that:**

1. A separate check or \$50 cash is required for the Security damage/cleaning Deposit. The check must be dated the date of your function. The Security Deposit check or cash will be returned following the rental, provided there are no damages and the facility is cleaned.
2. All persons who rent the facility are required to abide by all of the Parks and Recreation Rules and Regulations.
3. All persons given permission to use the facility assume all responsibilities with regard to injury and/or accident and all liabilities. See **Hold Harmless Agreement** below. The subleasing of facilities is prohibited.
4. Contract holder agrees to be held responsible for any damage done to the facility while this contract is in effect.
5. The contract holder is required to clean up all debris after the event. Cleanup must be completed within the rental contract time limit.
6. Staples, nails, thumb tacks and tape are not allowed on the walls. Confetti and glitter are not permitted. Use of these materials will result in the forfeiting of the Security Deposit.
7. **ALCOHOL AND TOBACCO ARE STRICTLY PROHIBITED** in the building, pavilion and park at 440 Chestnut Street.
8. CANCELTION POLICY: In the event of a cancelation, we require a 2-week notice in order to receive a full refund. Beyond the 2-week window an administrative fee of \$50.00 (the Security Deposit) will be assessed.

***THIS SIGNED CONTRACT GIVES THE RENTER EXCLUSIVE USE OF THE ANNEX BUILDING DURING THE SPECIFIED DATE AND TIMES. THIS CONTRACT SHOULD BE PRESENT DURING THE RENTAL PERIOD.***

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

**Hold Harmless Agreement**

I have read and understand the rules and regulations governing the use of the Annex Building at 440 Chestnut Street, in East Pennsboro Township and I agree to comply with all the requirements stated. I agree to assume all responsibility for any damages incurred beyond normal wear and tear and I also assume all liability for personal damages or injuries incurred through the use of the facility and relieve East Pennsboro Township and its officials of any responsibility for such activities.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_