

**EAST PETERSBURG BOROUGH
COMMUNITY CENTER RENTAL AGREEMENT**

FEE: \$140.00

Form of payment: Check _____ Cash _____

DEPOSIT: \$100.00

Form of payment: Check _____ Cash _____ {Deposit will be returned within 15 business days.}

DATE OF USE: _____

CONTACT NAME/

ORGANIZATION: _____

(Please print)

****RENTALS ARE FOR THE DAY YOU ARE SCHEDULED (7:00 AM UNTIL 10:00 PM), NO ONE IS ALLOWED TO BE IN THE BUILDING PRIOR TO OR AFTER SCHEDULED DATE AND TIME ****

INDIVIDUALS AND ORGANIZATIONS (HEREINAFTER "THIRD PARTY USERS") USING THE BOROUGH'S FACILITIES SHALL BE RESPONSIBLE TO CLEAN UP THE FACILITIES AFTER THEIR USAGE AND TO REPORT ANY AND ALL DAMAGE TO BOROUGH. **PLEASE NOTE: WE DO NOT SUPPLY CLEANING MATERIALS.** IF THE BOROUGH, IN ITS SOLE JUDGMENT, DETERMINES THAT THE BOROUGH'S FACILITIES WERE NOT ADEQUATELY CLEANED BY THE THIRD PARTY USERS OR THAT THE BOROUGH FACILITIES WERE DAMAGED BY THE THIRD PARTY USERS, THIRD PARTY USERS SHALL BE RESPONSIBLE TO REIMBURSE THE BOROUGH FOR SUCH ADDITIONAL COSTS WITHIN THIRTY (30) DAYS OF WRITTEN NOTICE FROM THE BOROUGH.

THE KEY/CARD FOR COMMUNITY CENTER MUST BE PICKED UP ON FRIDAY BETWEEN 7:30 A.M. - 4:00 P.M. FOR WEEKEND RENTAL OR MONDAY THROUGH FRIDAY 7:30 A.M. - 4:00 P.M. ON DAY OF RENTAL DURING THE WEEK. THERE WILL BE A \$50.00 FEE CHARGED FOR LOST OR UNRETURNED KEY/CARD.

I HAVE READ THE RULES AND REGULATIONS FOR THE EAST PETERSBURG COMMUNITY PARK AND THE SPECIAL RULES FOR THE COMMUNITY CENTER. THE BOROUGH IS NOT RESPONSIBLE FOR ACCIDENTS OR INJURY. I AGREE TO ABIDE BY THE ABOVE RULES AND TO BE THE RESPONSIBLE PERSON IN CHARGE OF ENFORCING THE REGULATIONS.

RESIDENT'S SIGNATURE: _____

RESIDENT'S ADDRESS: _____

PHONE NUMBER: _____

COMMUNITY CENTER RULES & REGULATIONS

Park hours 7:00 am – 10:00 pm

All park facilities must be reserved through the Borough Office at 6076 Pine Street, Suite A, East Petersburg, PA, 717-569-9282. Key-cards to the Community Center may be picked up at the Borough Office on the day of rental or on Friday before 4:00 p.m. in the event of a weekend rental. The fee plus a security deposit must be paid in full at the time of scheduling in order for us to reserve your date. **The center is not to be used until the day of scheduled rental or the occurrence of a weekend rental.** Please return the key/card on the next day of business at the Borough by 7:30 a.m. Key/card can also be put in the front door slot of the Borough Office. **THERE WILL BE A \$50.00 FEE CHARGED FOR LOST OR UNRETURNED KEY/CARD.**

If there is a problem at the Community Center you may call public works staff at 717-844-1743.

<u>Community Center Fees:</u>	Resident's Fee	\$140.00
	Plus Security Deposit	\$100.00 {will be returned within 15 business days}

Those using the building will be responsible for its clean up and reporting any damages. The security deposit will not be returned if any of the following rules are not observed otherwise it will be returned within 15 business days

1. All tables and chairs must be cleaned and placed according to enclosed diagram. **Note: We do not provide cleaning materials.**
2. **All trash must be put into bags and placed in dumpster in the Community Center parking lot ([code-1879 push up to release lock](#))**
3. Kitchen equipment must be washed.
4. **The building floor must be swept and cleaned.**
5. Be sure all doors and windows are locked before you leave the building.
6. **Do not use tape to hang decorations from the ceiling, walls, fans, blinds, or any other surface.**
7. This building can accommodate up to 80 people.

Loss of privileges will result if:

1. Alcoholic beverages are found.
2. Property is destroyed.
3. Gambling is involved.
4. Concessions for profit are set up.

No Motor Vehicles In the park area, except in the parking lots provided.

Only Residents and Entities of East Petersburg Borough are able to rent the Borough Community Center. Any non-profit Borough Club or organization using the park facilities will not be charged. However, everyone must follow rules listed above.

****RENTALS ARE FOR THE DAY YOU ARE SCHEDULED FOR; NO ONE IS ALLOWED TO BE IN THE BUILDING PRIOR TO SCHEDULED DATE.**

THE ABOVE REGULATIONS AND PARK RULES ARE ALL INCLUSIVE

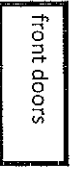
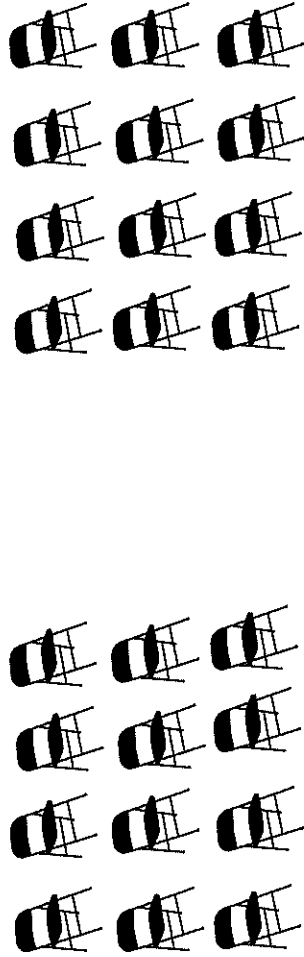
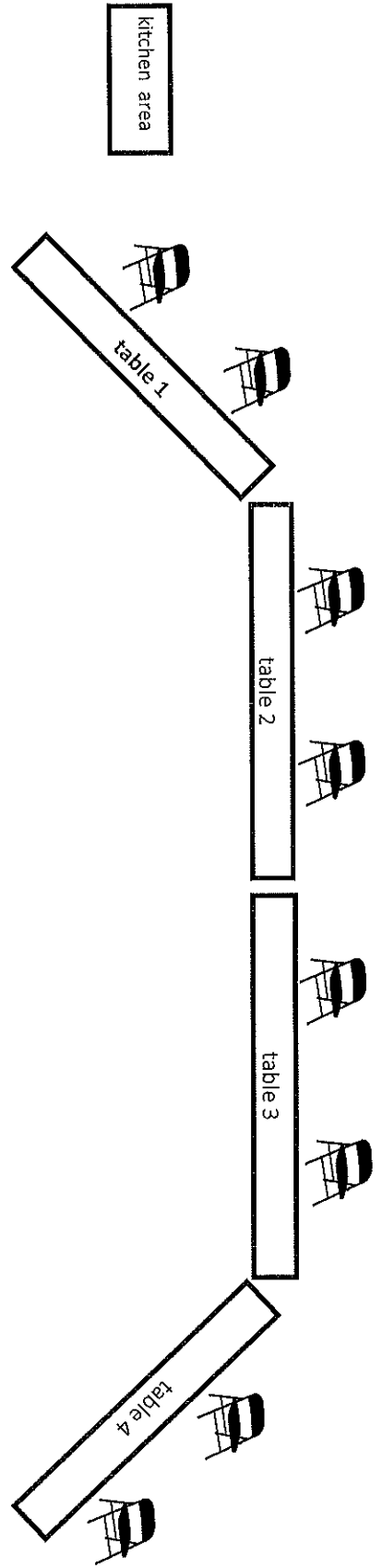
EAST PETERSBURG
PARK RULES AND REGULATIONS

PARK HOURS 7:00 AM – 10:00 PM

1. **MOTOR VEHICLES**- NO MOTOR VEHICLES IN PARK AREA EXCEPT IN PARKING AREAS PROVIDED.
2. **INTOXICATING BEVERAGES**- THE USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES IS PROHIBITED. PERSONS UNDER THE INFLUENCE OF THE ABOVE-MENTIONED ARE NOT PERMITTED IN THE PARK.
3. **ANIMALS**- ONLY DOMESTICATED ANIMALS ARE PERMITTED IN THE PARK. THESE ANIMALS MUST BE ON A LEASH NO LONGER THAN FOUR (4) FEET. ANY PERSON BRINGING AN ANIMAL INTO THE PARK SHALL CLEAN UP AFTER SUCH ANIMAL.
4. **GAMBLING**- NO GAMBLING IS PERMITTED.
5. **FIRE**- NO ONE IS PERMITTED TO BUILD FIRES IN PARKS.
6. **LITTERING**- NO ONE IS PERMITTED TO DISCARD ANY FORM OF WASTE EXCEPT IN CONTAINERS PROVIDED FOR THAT PURPOSE.
7. **DESTRUCTION OF PROPERTY**- NO PERSON SHALL INJURE, DEFACE, REMOVE, CUT OR DAMAGE ANY OF THE TREES, SHRUBS, PLANTS, TURF, BUILDINGS, STRUCTURES OR FIXTURES THEREIN, OR ANY OTHER PROPERTY OF THE BOROUGH LOCATED WITHIN THE PARK.
8. **FIREARMS**- NO ONE IS PERMITTED TO CARRY, HAVE OR DISCHARGE FIREARMS, BOW & ARROWS, AIR OR SPRING RIFLES, SLINGS OR ANY OTHER WEAPON IN THE PARK.
9. **PROFANE LANGUAGE** - NO PERSON SHALL USE PROFANE LANGUAGE WITHIN THE PARK OR CONDUCT THEMSELVES SO AS TO ANNOY ANY OTHER PERSONS USING THE PARK FOR RECREATIONAL PURPOSES.
10. **CONCESSIONS** - ANY CONCESSION MUST BE APPROVED BY BOROUGH COUNCIL.
11. **PLAYGROUND EQUIPMENT** - PLAYGROUND EQUIPMENT IS RESERVED FOR USE OF CHILDREN ONLY. ONLY CHILDREN AND ADULTS ACCOMPANYING SMALL CHILDREN ARE PERMITTED IN PLAYGROUND AREA.
12. **SITTING ON FENCES** - SITTING ON FENCES IN ANY PARK AREA IS PROHIBITED.
13. **NO GOLFING** - NO GOLFING PERMITTED IN ANY PARK.
14. **NO METAL DETECTING**
15. **ENTER AT OWN RISK!**

**A FINE WILL RESULT IF ANY OF THE ABOVE RULES ARE ABUSED.
USE OUR PARK IN GOOD HEALTH, BUT PLEASE LEAVE IT AS YOU FOUND IT.**

windows along park side



ROOM MUST BE SET BACK UP ACCORDING TO THIS DIAGRAM