



## Penn Township

260 Lewis Road  
West Grove, Pennsylvania 19390  
Telephone: 610.869.9620 Fax: 610.869.9194  
Email: office@penntownship.us

# Community Room Reservation Information

OUR COMMUNITY ROOM AT THE PENN TOWNSHIP MUNICIPAL BUILDING IS AVAILABLE FOR RENTAL TO RESIDENTS AND THEIR ORGANIZATIONS FOR RENTAL.

### Reservations

- Hours available for rental are Sunday through Saturday - 9:00 a.m. to 10:00 p.m. Rental use is a six (6) hour maximum. Any adjustments **must** be approved by the Penn Township office.
- All requests for use of the Community Room must be submitted to the Penn Township office on a rental application form. All applicants must be at least 21 years of age and the building must remain occupied by an adult 21 years or older. A copy of driver's license is required for rental.
- Reservation fee is **\$175.00 for residents with a \$175.00 cash deposit**. Fee for **non-residents is \$325.00 with a \$325.00 cash deposit**. All fees are required to hold the reservation. A designated Penn Township employee will arrange to open and close the building for your event. Maintenance will do a final inspection upon the completion of your rental. The security deposit will be available for return on the next business day the township office is open, provided the building is found in the same condition prior to the rental. Renter is responsible for any and all damages. Renter is responsible for replacing or repairing damaged or missing items, interior or exterior, caused during their occupancy of the building - or pay the cost of replacement or repair immediately upon notification, as well as forfeiture of the security deposit.

### Specifications

- Our Community Room is 3481 square ft. rectangular, with allowed capacity of 100 people. The floor is tile, with a seating area in front of a gas fireplace. There are 14 round 60" tables, with 70+ folding padded chairs, and 6 rectangular 72" tables available. Restrooms are onsite, as well as a kitchen area for your use. There are 70 parking spaces available, including handicap and ramp access into the building.

### Guidelines

- All township facilities shall be made available to the public for lawful and non-disturbing activities. The organization or responsible person(s) renting the room will guarantee orderly behavior and will be responsible for any damage due to their use of the premises. Any damages should be reported to the township office as soon as possible. Initial \_\_\_\_\_
- **NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PREMISES AT ANY TIME.** Initial \_\_\_\_\_
- **SMOKING** is not permitted inside the Community Room. Initial \_\_\_\_\_
- **NO** animals are permitted on premises. Initial \_\_\_\_\_
- Placement of decorations is strictly limited to free-standing items. Nothing is to be affixed to any walls, ceiling, or windows under any circumstance. No commercial or theatrical lighting allowed. Initial \_\_\_\_\_

- Renter is responsible for seeing that any and all music is stopped by 9:30 p.m. SHARP and must not be heard outside of the building. Initial \_\_\_\_\_
- The kitchen area does not have a stove or oven. Use of open flames, such as lighted candles, sterno cans, etc. is strictly prohibited. Open flame warming of food is permitted by a licensed caterer only. Microwaves are available for heating food and slow cookers are permitted. Prepared food may be brought in and items may be delivered in advance. Initial \_\_\_\_\_
- **YOU MUST LEAVE THE FACILITY EXACTLY AS YOU FOUND IT.** Furniture must remain in place. Please do not move any of the furniture for any reason. **ROOM WILL BE INSPECTED PRIOR TO YOUR SECURITY DEPOSIT RETURN.** Initial \_\_\_\_\_
- **Basic clean-up must be performed by the renter following the event.** This would include removal of all materials and decorations; cleaning of spills and messes; cleaning tables and chairs used; sweep floor (mop if needed); clean up kitchen area; dispose of all trash properly in dumpster located in parking lot. There is a limited amount supplies in the kitchen area available for use and there is a mop available in the hall closet behind the first aid kit. **Failure to comply may result in forfeiture of your security deposit.** Initial \_\_\_\_\_
- Any Township Building and Community Room property (including supplies) shall not be removed from the facility at any time. Initial \_\_\_\_\_
- At the conclusion of the event, a township employee will be available to lock all doors and secure the building. Initial \_\_\_\_\_
- Any for profit company is **NOT** eligible to rent facility. Initial \_\_\_\_\_
- All tables must be covered with a table cloth. Initial \_\_\_\_\_
- **No** theatrical lighting (ex., strobe lights, disco balls, black lights). Initial \_\_\_\_\_
- **No** smoke/fog machines permitted. Initial \_\_\_\_\_
- **No** electrical connections other than the standard electrical outlets can be used. Initial \_\_\_\_\_
- **You** are responsible for any costs incurred if you set off fire alarm, burglar alarm. Initial \_\_\_\_\_

**NOTICE OF ANY VIOLATION MAY FORFEIT ENTIRE DEPOSIT; IN ADDITION YOU WILL BE RESPONSIBLE FOR ANY ADDITIONAL CHARGES FOR REPAIR.**

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**Community Room Rental Application**

*Penn Township assumes no responsibility, financial or otherwise, for personal items, judgments, expenses, or accidents/injuries sustained by individuals while using facilities. Neglecting to return the facility to its original condition may result, at minimum, in forfeiture of security deposit. Any theft or damage will be the financial responsibility of the individual/group renting the facility.*

**Name of Applicant and/or Organization:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_

**Approximate Attendance:** \_\_\_\_\_

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\_\_\_\_\_  
**\* Signature of Applicant**

\_\_\_\_\_  
**Phone #:**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Today's Date**

\$ \_\_\_\_\_  
**Rental Fee**

\_\_\_\_\_  
**Check #**

\$ \_\_\_\_\_  
**Security Deposit**

\_\_\_\_\_  
**Cash**

**\* By signing this rental agreement, I have read all of the policies, accept full responsibility for any and all damages, and I relieve Penn Township of any liabilities. Notice of any violations may forfeit entire deposit. In addition, you will be responsible for any additional charges due to damage and or clean-up fees.**

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Township Employee Approval Signature*

\_\_\_\_\_  
*Jim Boyd, Maintenance Director*

*Once Maintenance has signed off as room being satisfied, we will release deposit.*