



THE FINNEN COMMUNITY ROOM RENTAL APPLICATION & AGREEMENT

NAME OF APPLICANT/ORGANIZATION _____

NAME OF PERSON RESPONSIBLE FOR PARTY _____

Responsible party MUST be over 21 years old, you may need to present an ID for our file

ADDRESS OF APPLICANT _____

EMAIL _____ TOWNSHIP/BOROUGH _____

PHONE # _____ EVENT TYPE _____

DATE OF EVENT _____ ESTIMATED ATTENDANCE _____

TIME OF EVENT _____ TO _____

**4 HR RENTAL – EXTRA TIME WITH APPROVAL
TIME INCLUDES SET UP & CLEAN UP**

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 your deposit. Any theft or damage will be the financial responsibility of the individual/group renting the facility. The responsible party listed on this application will be the individual responsible for ensuring their guests follow all rules and regulations stated later in the agreement and any posted regulations. By signing below, I am certifying that the information stated on this application is true and accurate. I am also acknowledging myself as the person responsible for my event and guests.

APPLICANT SIGNATURE _____ DATE _____

FEE SCHEDULE

We accept EXACT CASH, CHECKS and CREDIT CARDS. (There is a service fee for all credit cards payments)

| | RENTAL FEE | + | DEPOSIT | + | SECURITY GUARD |
|---------------------------|------------------------|---|-----------------------|---|----------------------------|
| PENN TOWNSHIP RESIDENT | \$160 CASH/CHECK/CC | | \$100 MUST BE CASH | | \$32/HOUR CASH/CHECK/CC |
| NON-RESIDENT | \$300 CASH/CHECK/CC | | \$100 MUST BE CASH | | \$32/HOUR CASH/CHECK/CC |

**DEPOSIT IS DUE AT THE TIME OF RESERVATION. RENTAL & SECURITY GUARD FEE IS DUE
TWO WEEKS BEFORE YOUR EVENT. IF FEE IS NOT PAID ON TIME YOU WILL GET ONE
COURTESY CALL, AFTER THAT YOUR RESERVATION WILL BE CANCELLED. NO EXCEPTIONS.**

For Office Use:

| | |
|----------------------|-----------------|
| DEPOSIT _____ | DATE PAID _____ |
| RENTAL FEE _____ | DATE PAID _____ |
| SECURITY GUARD _____ | DATE PAID _____ |

DEPOSIT RETURN

Your deposit will be returned to you ONLY after the township has inspected the rented space.

The applicant/person responsible must pick up the deposit. The township will not mail any deposits.

To claim deposit, simply, come into the office as soon as the next business day.

You have six (6) months to claim your deposit.

PLEASE READ THROUGH EACH REGULATION BELOW.

AS THE RESPONSIBLE PARTY **YOU WILL BE HELD ACCOUNTABLE** IF ANY OF THE RULES, REGULATIONS OR GUIDELINES ARE NOT MET. NOT MEETING ANY OF THE BELOW TERMS CAN/MAY RESULT IN FORFEITURE OF YOUR DEPOSIT AND/OR BEING HELD FINANCIALLY AND LEGALLY RESPONSIBLE FOR DAMAGES, ETC.

Rental Regulations

- ✓ Penn Township rents out their facilities as a courtesy to the community. The Penn Township Supervisors and office staff reserve the right to approve or deny any rental request **with or without reason**. As such; Penn Township does **NOT** rent their facilities out for fundraisers, soliciting purposes or for any public or private political function unless special written approval from the Penn Township Supervisors is granted.
- ✓ All applicants must be at least 21 years of age and the building must remain occupied by the applicant/person responsible during the entire event. Penn Township may require a copy of the applicant's driver's license for their records.
- ✓ **CANCELLATION POLICY:** Rental cancellations should be made no later than four weeks in advance. Any fees paid to Penn Township will be returned to you, but returns can take several weeks and will most likely be given back in the form of a check. We understand emergencies happen, should you need to do an emergency cancellation, you may either reschedule your event or have a credit for a future rental. If you feel you will not use the credit, you may request a return from the Board of Supervisors. This may take several weeks.
- ✓ Should you need to make adjustments to your rental reservation, you **MUST** contact the township office directly. Adjustments must be made no later than 5 days before your event. You **CANNOT** change or add time to your reservation the day of your event. The security guard will not accept any time changes not approved by the office. In the event you go over your scheduled rental time, you will be required to pay for the security guard's extra time. However, should you not use all your scheduled time, there will be no refunds or credits.
- ✓ **The applicant listed on this form is responsible for damages** and any township property that is stolen or missing, interior or exterior, during their occupancy of the township's facility. Applicant will pay to replace and repair the township's property immediately upon notification, as well as forfeit their deposit. Applicant is also responsible for any and all fines incurred during or as a result of their event.
- ✓ Penn Township and its supervisors, employees and contractors will not be held accountable or liable for any claims, demands, actions, etc. relating to the loss or damages of the personal property of an applicant and event guests. As such, Penn Township and its supervisors, employees and contractors will not be held accountable or liable for any claims, demands, actions, etc. relating to any type of injury sustained while on Penn Township property.

APPLICANT/PERSON RESPONSIBLE SIGNATURE

DATE

PLEASE READ THROUGH EACH RULE BELOW.

AS THE RESPONSIBLE PARTY **YOU WILL BE HELD ACCOUNTABLE** IF ANY OF THE RULES, REGULATIONS OR GUIDELINES ARE NOT MET. NOT MEETING ANY OF THE BELOW TERMS CAN/MAY RESULT IN FORFEITURE OF YOUR DEPOSIT AND/OR BEING HELD FINANCIALLY AND LEGALLY RESPONSIBLE FOR DAMAGES, ETC.

Rental Rules

Please read and initial after each rule.

- **ABSOLUTLEY NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PREMISES AT ANY TIME.** **Initial** _____
- **SMOKING** is **NOT** permitted inside the Community Room. **Initial** _____
- **Oil fryers** are **NOT** permitted to used in the Community Room. **Initial** _____
- Applicant is responsible for ensuring the room is put back to the condition in which it was found. This includes, but is not limited to; **Initial** _____
 - **TAKING THE TRASH TO THE DUMPSTER**
 - **CLEANING SPILLS AND MESSSES ON FLOOR AND TABLE TOPS**
 - **SWEEPING THE FLOOR**
 - **CLEANING THE KITCHEN AREA**
- **NO** animals are permitted on premises. **Initial** _____
- The Community Room can only be rented out between the hours of 9 A.M. & 9 P.M. **NO EXCEPTIONS.** **Initial** _____
- Applicant is responsible for seeing that any and all music is stopped by 9:00 P.M. SHARP and must not be heard outside of the building. **Initial** _____
- No deliveries will be taken by township employees prior to the commencement of rental hours. **Initial** _____
- The security guard or township employee assigned to your event should be treated respectfully by both the applicant and guests. If the security guard has any issues with a renter or their guests not following rules, being disrespectful or breaking the law in anyway, they are advised to call 911 right away. **Initial** _____
- The applicant is responsible if any township and/or community room property (including supplies) is removed or moved from the facility during their rental period. **Initial** _____
- **Children** should **NOT** be left unattended. Parents/guardians should always be aware of their children. If the security guard finds the applicant's guests (including children) disruptive and difficult, this may result in the applicant forfeiting their deposit. **Initial** _____

Room Specifications

The Finnen Community Room is a 2,100 square foot rectangle, with a permitted capacity of 84 people. The room centers around a gas fireplace and mantal. The floor is tile, for easy clean up. Men's and women's restrooms are onsite, as well as a kitchen area for your use which includes a refrigerator, microwave, and sink. There is NO oven or stove top. There are 14 round 60" tables, with 6 folding chairs at each round table, and up to 6 rectangular 72" tables available. There are 70 parking spaces available, including handicap and ramp access into the building.

Room Decoration Guidelines

**** Please remember when you make your reservation the time you write on your application sheet includes your set up and clean up time.****

- Placement of decorations is strictly limited to free-standing items. **NOTHING** should be **affixed** to any walls, ceiling or windows under any circumstance.
- Decorations with **GLITTER** are strictly **PROHIBITED**.
- Open flame **CANDLES** are **NOT PERMITTED** – Sterno candles for food are permitted.
- All tables **must** be covered with a table cloth. (Round tables are 60" wide, and long tables are either 6 feet or 8 feet in length)
- **No** theatrical lighting (ex., strobe lights, disco balls, black lights).
- **No** smoke/fog machines permitted.
- **No** electrical connections other than the standard electrical outlets can be used.

Room Clean Up Procedures

YOU MUST LEAVE THE FACILITY EXACTLY AS YOU FOUND IT.

- **ROOM WILL BE INSPECTED PRIOR TO YOUR SECURITY DEPOSIT RETURN.**
- **Furniture must be returned to its original place. Please take care when moving furniture.**
- **Basic clean-up must be performed by the applicant following the event. This would include and is not limited to:**
 - Removal of all materials and decorations.
 - Cleaning of spills and messes (includes floors and table tops).
 - Cleaning tables and chairs.
 - Sweep floor, mop if needed.
 - Clean up kitchen area.
 - **Dispose of all trash properly in dumpster located in parking lot. Your security guard will unlock the dumpster for you. (Please do NOT let your trash sit in the building all weekend.)**

There are a limited amount of supplies in the kitchen area available for use. There is a mop available in the hall closet behind the first aid kit. If you are unsure where to find these items the security guard or township employee on hand will be happy to help you. **Failure to comply may result in forfeiture of your security deposit.**

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

- 1. I hear by release, waive, discharge and covenant not to sue Penn Township, its officers, servants, agents, and employees (hereinafter referred to as "releases") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by negligence of the releases, or otherwise, while using the facilities, or while in, on or upon the premises where the event is being conducted.*
- 2. I further hereby indemnify and save and hold harmless the releasees and each of them, from any loss, liability, damage, or costs they may incur due to my use of the property, whether caused by the negligence of any or all of the releasees, or otherwise.*

**** DEPOSIT RETURN MEMO ****

We will only hold deposits for six (6) months after your reservation.

YOU are responsible for claiming your deposit. Your deposit can be claimed on the next business day.

The applicant will be the only person allowed to claim the deposit and a signature will be required.

Deposits are released after an inspection of the rental space is conducted by a township employee. Due to the overwhelming number of forgotten deposits, deposits will only be held for six months after your event date. After that time period deposits will be forfeited. The township does not send deposit pick-up reminders, due to the large number of rentals we receive during the year.

Applicant Signature_____ **Date** _____

Print Name: _____

Township Employee Approval Signature: _____

FOR OFFICE USE ONLY

Memos, specials requests and/or correspondence between renters and office staff.
