



Penn Township
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West Grove, PA 19390
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The Finnen Community Room Rental Agreement

Our Community Room at the Penn Township Municipal Building is available for rental to residents, non-residents and non-profit organizations for rental. There are **NO RETAIL SALES PERMITTED** during any rental event.

Room Specifications

Our Community Center is a 2,100 square foot rectangle, with permitted capacity of 84 people. The floor is tile, with a seating area in front of a gas fireplace. There are 14 round 60" tables, with 70+ folding chairs, and 6 rectangular 72" tables available. 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 70 parking spaces available, including handicap and ramp access into the building.

Reservation Guidelines

PLEASE READ GUIDELINES CAREFULLY, YOU ARE RESPONSIBLE FOR MAKING SURE YOU UNDERSTAND AND FOLLOW THEM.

- ✓ Hours available for rental are Sunday through Saturday – 9:00 a.m. to 9:00 p.m.
- ✓ Rental use is a **total of five (5) hours. This includes a 4 hour party timeframe, a 30 minute set up time, and a 30 minute clean up time.**
- ✓ The township requires that a township employee/security be in attendance at all events at a cost of \$20/hour with a minimum charge of \$100 to be paid to the township at the time of reservation. This only applies to rentals when the township building is closed.
- ✓ Any **for profit** company/person/organization is **NOT** eligible to rent facility.
- ✓ No deliveries will be taken by the township or its employees prior to the commencement of rental hours.

- ✓ Any adjustments **must** be approved by the Penn Township office and additional hours will incur an additional staffing charge of \$20/hour payable to the township.
- ✓ All requests for use of the Community Room must be submitted to the Penn Township office on a rental application form. There are no exceptions.
- ✓ **All applicants must be at least 21 years of age and the building must remain occupied by the renter during the entire event. A copy of the renter's driver's license is required for 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.
- ✓ Renter is responsible for any and all fines incurred (\$300 fine) in the event a fire or burglar alarm is triggered.
- ✓ **Reservations are taken at the discretion of the township office. The office reserves the right to cancel or refuse any reservation.**
- ✓ Any reservation cancellations must be made directly to the office at least six weeks in advance. Refunds are granted and issued at the discretion of the township office.

Reservation Regulations

PLEASE READ AND INITIAL AFTER EACH REGULATION

- ❖ 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 _____**
- ❖ **ABSOLUTLEY 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 _____**
- ❖ Renter 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 _____**

- ❖ Any township and/or community room property (including supplies) shall not be removed from the facility at any time. **Initial _____**
- ❖ Security guard or township employee should be treated with respect at all times. They are there let you in and out of the building but also to keep the building secure and to be sure rules/regulations are being respected. **Initial _____**
- ❖ **You** are responsible for any costs incurred if you set off fire alarm or burglar alarm. **Initial _____**

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. We ask that nothing is to be affixed to any walls, ceiling or windows under any circumstance.
- Decorations with glitter are strictly prohibited.
- 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.
- Open flamed candles are **NOT** permitted.

The Kitchen

The kitchen area does not have a stove or oven. Uses of open flames, such as lighted candles are strictly prohibited. Sterno candles can be permitted as long as they are used with caution. Microwaves are available for heating food and slow cookers are permitted.

Prepared food may be brought in. **NO items may be delivered in advance.**

I understand the room decoration guidelines and I will comply.

Signature: _____

Room Clean Up Procedures

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.
- ✓ Basic clean-up must be performed by the renter 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 used.
- Sweep floor (mop if needed).
- Clean up kitchen area.
- **Dispose of all trash properly in dumpster located in parking lot. (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.**

I understand the room clean up procedures and I will comply.

Signature: _____

Rental Fee

Penn Township Resident Fee:

Please note – A copy of the renter’s driver’s license is required.

Rental Fee: **\$175.00** (cash or check) for a four hour room rental

Required Security Deposit: **\$175.00** (MUST BE PAID IN CASH)

Mandatory Security Guard Fee: **\$100.00** (cash or check)

Non-Resident Fee:

Rental Fee: **\$325.00** (cash or check) for a four hour room rental

Required Security Deposit: **\$325.00** (MUST BE PAID IN CASH)

Mandatory Security Guard Fee: **\$100.00** (cash or check)

Please keep in mind...

1. ****All cash payments including security deposit MUST be exact amount.****
2. The security deposit is only returned after township inspection of the room.
3. ALL fees MUST be paid TWO WEEKS prior to your reservation date.



Extra hour & additional fees

ONE (1) additional hour may be purchased for an additional \$20.00

If renter would like to purchase the additional hour, it is their responsibly to inform the township office.



**As indicated in the above agreement, the renter is responsible if an alarm gets set off.
The cost for setting off an alarm is \$300.00 per occurrence.**

Finnen 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:

Date/Type of Event: _____ **Time of Event:** _____

Approximate Attendance: _____

Applicant Phone Number(s): _____

Address: _____

Rent Paid: _____ **Security Deposit:** _____ **Security Guard:** _____

Rental Fee Check Number: _____ **Deposit Cash:** _____

*****All cash payments including security deposit MUST be exact amount*****

**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 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.*

- 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.*

Applicant Signature: _____ **Date:** _____

Township Employee Approval Signature: _____

Receipt of Acknowledgement

The person or persons renting the Finnen Community Room will be responsible for any and all damages that occur during their event. If damages exceed the deposit, then two estimates on repairs will be acquired and the renter will be financially responsible for those repairs. Furthermore if renter or event guests violate any regulations laid out in this agreement renter may be required to forfeit entire security deposit.

Signature: _____

Print Name: _____

Date: _____

Time: _____

Township Signature: _____

