

Lower Windsor Township Social Hall and Gymnasium Rental Agreement



Lower Windsor Township, 2425 Craley Road, Wrightsville, PA, 17368

Hours: Monday-Friday 8:00am-4:30pm

Phone: (717) 244-6813

Fax: (717) 244-0746

Email: generalinfo@lowerwindsor.com

Website: www.lowerwindsor.com

Attached is a copy of the Facility Rental Agreement for the use of either the Social Hall or Gymnasium located at 2425 Craley Road, Wrightsville, PA, 17368.

Please complete, sign and return the Agreement to the Lower Windsor Township office along with your deposit (if required). One signed copy of the Agreement and a receipt of payment will be returned to you.

Social Hall and Gymnasium Rental Information

Purpose

The purpose of this rental information is to provide users with the opportunity to reserve the social hall and/or the gymnasium at the Lower Windsor Township Municipal building.

Reservation Process

1. It is recommended that any first time social hall/gymnasium renter visit the site before making reservations to ensure the accommodations will suit their needs.
2. All reservations for the social hall or gymnasium must be made through the Lower Windsor Township office. All applicants must be at least 18 years of age.
3. Reservations are accepted on a first come first serve basis.
4. Upon request, facilities can be placed on "hold" for five (5) business days. If after this time period the office has not received a firm confirmation from the interested party, the reservation will be cancelled.
5. If a deposit is required, it must be paid within five (5) business days of the scheduling of the rental otherwise the reservations will be cancelled. Payments are accepted in the form of cash or check, payable to Lower Windsor Township.

Social Hall Fees and Capacity

Township Residents: \$50.00 per hour (proof of residency required)

Non-Residents: \$75.00 per hour

Deposit: \$150.00

Date or Time Slot Changes: \$10 administrative fee for each change.

Social Hall holds up to 160 people.

Gymnasium Fees

Township Resident: \$30.00 per hour for full gymnasium (proof of residency required)

Non-Residents: \$50.00 per hour for full gymnasium

Deposit: \$25.00

Date or Time Slot Changes: \$10 administrative fee for each change.

Building occupancy load 1,040

General Information

- **Alcoholic beverages are strictly prohibited within the facilities or on Township property.**
- **Smoking is prohibited inside the facility.**
- **Surveillance cameras are located in the social hall, hallways and gymnasium and are monitored by the Lower Windsor Township Police Department 24 hours/day.**
- **Hours of operation: Must vacate the premises by 11:00pm.**
- **FOR EMERGENCIES ONLY: Lower Windsor Township Police Dept. (717) 244-8055.**

General Information

(continued)

- If you are renting the social hall and/or gymnasium, you will need to obtain a key from the Township office no more than one (1) business day prior to your scheduled event for access to the facility (unlocking and locking doors). The office is open Monday through Friday from 8 a.m. to 4:30 p.m. If you are unable to come to the office during those hours, please call the office at (717) 244-6813 to make other arrangements.

NOTE: There will be a \$5.00 per day charge for any keys not returned by 4:30pm the following business day.

- Renters of the social hall and/or gymnasium will be allowed access to the facility one (1) hour prior to the event and one (1) hour after the event for the purpose of set-up and tear-down, at no charge. If the renter occupies the facility longer than the allotted time, rates set forth in this agreement will apply.
- Please note that there may be multiple functions occurring at the same time at the Township Building; therefore, parking may be affected. It is the renter's responsibility to inquire about limited parking during your event.
- If a deposit is required, it must be paid within five (5) business days of the scheduling of the rental. If the deposit is not received within the five (5) business days of the scheduling of the rental, the reservation will be cancelled. Deposits are refundable based on the condition of the facility after the event, which will be inspected by Township personnel.
- Payment in full for the rental of the facility must be received at least two (2) weeks prior to the date of the scheduled event. Failure to provide payment in full for the rental of the facility will result in the cancellation of the rental of the facility and the forfeit of a deposit (refer to Cancellation Policy on page 5). All reservations are tentative until payment is received in full and a signed copy of the completed Agreement is returned to the Township office.
- If the scheduling of an event and the date of the event are both within five (5) business days or less, the deposit and balance must be paid in full by cash to complete the reservation process. Payment may be made by check (payable to Lower Windsor Township) or cash. A fee of twenty dollars (\$20.00) will be charged for all checks containing insufficient funds.
- This Agreement acts as a final confirmation or "guarantee" of the anticipated time of usage for the rented facilities. The final payment for the rental of the facility is based on this Agreement and may not be reduced or altered once the Agreement is signed and returned to the Township office.
- Renters are responsible for the cleanliness of the rented facility. Upon Township inspection, deposits will be mailed to the original renter, within one (1) week after the event. Adequate cleaning is defined as leaving the facility in the same or better condition than it was prior to the rental. Failure to adequately clean the facility will result in the deposit not being returned. If a deposit is not required, a twenty-five-dollar (\$25.00) fee per hour will be charged for the time needed to adequately clean the facility.
- Bounce houses, slides, etc. ARE NOT permitted inside the building.

NOTE: A facility clean-up checklist will be given to each renter. A copy of this checklist **must** be returned to the Township office, along with the key, the following business day after your event, to ensure return of deposit.

Social Hall Rules and Regulations

Social Hall capacity: 160 Available Chairs: 152 Available Tables: 3 rectangular & 19 round

The following rules and regulations must be adhered to when using the social hall at Lower Windsor Township.

- Renter assumes full responsibility for the conduct of all persons, liability and all damage caused by any person attending the event.
- Renter(s) must be at least 18 years of age.
- All personal property should be removed from the premises by the end of use. If it is not, Township personnel have the right to remove and dispose of it.
- Social hall rentals must vacate the premises by 11:00pm.
- Bottled Gas is not permitted on the premises/within the building.
- Tape, tacks or paste **may not** be used to hang decorations on the walls or ceiling.
- The use of glitter or confetti is strongly discouraged.
- **Renter must provide all supplies.**

Gymnasium Rules and Regulations

(Building Occupancy Load – 1,040)

The following rules and regulations must be adhered to when using the gymnasium at Lower Windsor Township.

- Renter assumes full responsibility for the conduct of all persons, liability and all damage caused by any person attending the event.
- Renter (s) must be at least 18 years of age.
- All personal property should be removed from the premises by the end of use. If it is not, Township personnel have the right to remove and dispose of it.
- Gym rentals must vacate the premises by 11:00 p.m.
- The lights for the gymnasium are located just inside the gym doors on the wall. There are two switches with caps. The caps are placed there because if the lights are turned off after being turned on, they will take approximately fifteen (15) minutes to come back on.
- If there is a request for the bleachers to be set up, the renter is responsible for the cleanliness of the bleachers. This includes sweeping them clean, disposing of all trash and cleaning any spills.
- Chewing gum is not permitted in the gym.
- Water and Gatorade are the only beverages permitted in the gym, no soda or food. All beverage bottles **must** be removed and properly disposed in the recycle containers after your event.
- Sneakers are the only shoes permitted on the gym floor. Black soled sneakers are not permitted.
- Hanging on basketball rims is strictly prohibited.
- Only sports balls (such as basketballs, volleyballs, etc.) are permitted. No hard balls (such as lacrosse balls or baseballs) that may cause damage to the walls or windows may be used.
- No tape of any kind, may be placed on the gym floor or walls during their rental period.

Social Hall Clean-up Checklist

Renter is responsible for the set-up, take down and cleanliness of all furniture belonging to Lower Windsor Township. The following checklist is provided to assist in ensuring that the facility is left in good condition:

- As part of renting this facility, the renter is responsible for the cleanliness of the Social Hall, **and the Restrooms.**
- Tables are wiped clean with the cleaner that has been provided.
- Clean any spills with paper towels and sanitizer that is provided.
- The chairs are stacked eight (8) chairs high and placed adjacent to the tables – Please do not stack against the walls as it creates marks on the walls.
- The floor is dry mopped (mop is in the hallway under the coat rack) – Please use the small dry mop.
- The hallway is dry mopped if necessary.
- Restrooms are swept, toilets flushed, counters and sinks wiped clean.
- All trash cans inside the social hall are emptied and trash is placed in the dumpster (located in the lower-level parking lot). Please replace the trash bag with a new one that is provided.
- Any cigarette butts outside the doors must be swept clean and disposed of.

NOTE: A facility clean-up checklist will be given to each renter. A copy of this checklist **must** be returned to the Township office, along with the key, the following business day after your event, to ensure return of deposit.

Social Hall and Gymnasium

The following holidays are **not** available for renting any indoor facility, nor the weekend that coincides with the holidays listed: **New Year's Eve, New Year's Day, Good Friday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, and Christmas Day.**

Cancellation Policy

If the forecast is calling for inclement weather on your scheduled rental day, rescheduling is permitted with no forfeiture of payment. It is the responsibility of the renter to notify the Township office forty-eight (48) hours in advance of your scheduled rental date to reschedule. A one (1) month time frame is given for rescheduling. If however the renter chooses to continue with their rental the renter acknowledges all monies are forfeited.

Friday, Saturday, and Sunday Rentals: Cancellation 30 or more days prior to event - Full refund of all fees paid. Cancellation 15 to 29 days prior to event - 50% refund of all fees paid. Cancellation 14 or less days prior to event - No refund, no exceptions.

Monday through Thursday Rentals: Cancellation 14 or more business days prior to event - Full refund of all fees paid. Cancellation 6 to 13 business days prior to event - 50% refund of all fees paid. Cancellation 5 or less business days prior to event - No refund, no exceptions.

Lower Windsor Township reserves the right to cancel any and all signed contracts and refund the applicable fees and/or deposits without notice or reason.

DEFINITIONS

A. **Deposit** - The deposit stated is due within five (5) business days of scheduling the rental. If the deposit is not received within the five (5) business days of the scheduling of the rental, the reservation will be cancelled. Deposits are refundable based on the condition of the facility after the event, which will be inspected by the Township personnel. Refunds will be mailed within one (1) week after the event.

B. **Rental Fee** - The rental fee is due in full for the rental of the facility at least two (2) weeks prior to the date of the scheduled event. Failure to provide payment in full for the rental of the facility will result in the cancellation of the rental of the facility and the forfeit of a deposit. All reservations are tentative until payment is received in full and a signed copy of the completed Agreement is returned to the Township.

NOTE: If the scheduling of an event, and the date of the event, are both within five (5) business days or less, the deposit and payment must be paid in full by cash to complete the reservation process.

C. **Cancellation** - Friday, Saturday, and Sunday Rentals: Cancellation 30 or more days prior to event – Full refund of all fees paid. Cancellation 15 to 29 days prior to event - 50% refund of all fees paid. Cancellation 14 days or less prior to event - No refund, no exceptions. Monday through Thursday Rentals: Cancellation 14 or more business days prior to event - Full refund of all fees paid. Cancellation 6 to 13 business days prior to event - 50% refund of all fees paid. Cancellation five (5) business days or less prior to event - No refund, no exceptions.

D. **Returned Checks** - Payment may be made by check (payable to Lower Windsor Township). A fee of twenty dollars (\$20.00) will be charged for all checks containing insufficient funds.

E. **Keys** - Renters shall be responsible for obtaining a key from the Township no more than one (1) business day prior to the scheduled event for access to the facility (unlocking and locking doors). The Township office is open Monday through Friday from 8 a.m. to 4:30 p.m. If you are unable to come to the office during those hours, please call the office at (717) 244-6813 to make other arrangements. There is a drop box for the set of keys at the front doors of the Township building. You can place the keys in the drop box and an employee will remove them on the next business day.

NOTE: There will be a \$5.00 per day charge for any keys not returned by 4:30pm the following business day.

F. **Set-Up/Clean-Up** - Renters of the Social Hall and Gymnasium will be allowed access to the facility one (1) hour prior to the event and one (1) hour after the event, at no charge, for the purpose of set-up and tear-down. If the renter occupies the facility longer than the allotted time, rates set forth in this agreement will apply. Renters are responsible for the cleanliness of the rented facility. Adequate cleaning is defined as leaving the facility in the same or better condition than it was prior to the rental. Failure to adequately clean the facility will result in the deposit not being returned. If a deposit is not required, a twenty-five-dollar (\$25.00) fee per hour will be charged for the time needed to adequately clean the facility. Any and all personal property should be removed from the premises by the end of use/event. If it is not, Township personnel have the right to remove and dispose of it. The renter(s) is responsible for the set-up, take down and cleanliness of all furniture belonging to Lower Windsor Township.

G. **Fire Alarms** - In the event that there is a false activation of any fire alarms associated with the rental of a facility, the renter(s) agrees to pay a fee of two hundred dollars (\$200.00).

H. **Damage** - If any damage is done to a rented facility, the renter agrees to pay for all necessary repairs. Repairs shall be deducted from the deposit, and any cost more than the deposit shall be invoiced separately. Renter agrees to wear appropriate footwear on all floors. Renter agrees that no open flames are permitted anywhere in a facility.

DEFINITIONS

(continued)

J. **Liability** - Renter voluntarily agrees to rent this facility owned by Lower Windsor Township. Renter is aware of the possible risks associated with its use and will not hold Lower Windsor Township and its employees, liable for any accidents or injuries that may occur inside or outside of the facility or grounds, or for any personal property that is damaged, lost or stolen as a result of the use of the facility.

K. **Third Party** - Renter understands and agrees that Lower Windsor Township rents facilities for non-commercial purposes. Should the renter wish to rent the Township facilities for a commercial purpose (3rd party), renter shall supply the Township with proof of commercial liability insurance coverage, which insurance coverage names Lower Windsor Township as an additional insured.

L. **Rights** - Renter acknowledges that Lower Windsor Township and/or its employees have the sole authority to determine if renters or guests are adhering to all rules and regulations. Lower Windsor Township and/or its employees, have the full authority to enforce these rules and regulations. Renter acknowledges that Lower Windsor Township reserves the right to cancel any and all signed contracts and refund the applicable deposits without notice or reason. Renter acknowledges that Lower Windsor Township reserves the right to deny any and all future rentals, at its sole discretion, to any past renters without reason.

M. **Inclement Weather** - If the forecast is calling for inclement weather on your scheduled rental day, rescheduling is permitted with no forfeiture of payment. It is the responsibility of the renter to notify the Township office forty-eight (48) hours in advance of your scheduled rental date to reschedule. A one (1) month time frame is given for rescheduling. If, however the renter chooses to continue with their rental the renter acknowledges all monies are forfeited.



(7)

Lower Windsor Township Facility Rental Agreement

Application Date: _____

Rental Date: _____

Renter Information

Renter's Name: _____ Phone: _____

(Renter must be at least 18 years of age or older)

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Resident Proof of Residency Provided Non-Resident

Function Birthday Party Family Reunion Bridal Shower Baby Shower

Anniversary Party Wedding/Reception Other _____

Organization: (if applicable) _____

Facility Requested *(Check appropriate box)*

Social Hall Gymnasium Bleachers Out: Yes No

Fees Collected/Remaining Balances

\$ _____ **Deposit Fee** *(social hall \$150.00 gymnasium \$25.00)*

\$ _____ **Rental Fee**

\$ _____ **Misc. Fees** *(date/time change)*

\$ _____ **Subtotal**

\$ _____ **Less Deposit- Rec'd** ____/____/____ Cash Check Check # _____

\$ _____ **Balance Due- Rec'd** ____/____/____ Cash Check Check # _____

Note: The remaining balance of \$ _____ must be paid two (2) weeks prior to your rental date or by ____/____/____.

The "renter" agrees to rent the indicated facility from Lower Windsor Township during the stated date, in accordance with the terms of this rental agreement. By signing this Rental Agreement, the renter acknowledges having read and comprehends this agreement, as well as the rental information that was provided, and agrees to abide by all of the rules and regulations stated within.

Print Name: _____ **Phone Number:** _____

Renter's Signature: _____ **Date:** _____

Office Use Only:

Time of Event: _____ (am/pm) to _____ (am/pm) **Expected Attendance:** _____ people

Chairs Needed: # _____ **Tables:** Round _____ Oblong _____

Set-Up Date: _____ / _____ / _____ **Time:** _____ (am/pm) to _____ (am/pm)

Clean-Up Date: _____ / _____ / _____ **Time:** _____ (am/pm) to _____ (am/pm)

Total Rental Hours: _____ hrs

Additional Information: _____

Application processed by: _____ **Date:** _____

