

**West Hanover Township
Recreation Center
628 Walnut Avenue
Harrisburg, PA. 17112
Office #: 540-6076, Cell#: 649-0309**

Attention Lessee: Any problems/issues occurring during rental period must be directed to the Parks and Recreation Director only. (649-0309)

Recreation Center Rental Application

THIS AGREEMENT, made and entered into this day of _____, 2010, by and between the West Hanover Township Park and Recreation Board, organized and acting under authority of the statutes of the West Hanover Board of Supervisors, hereinafter known as "Lessor" and

Contact Person: _____

Phone#: Daytime (____) _____ Evening#: (____) _____

Name of Organization: _____

Address: _____

Nature of Function: _____

Kitchen needed: Yes ____ No ____

Date Requested: _____ Time Requested: _____

Number of People Attending: _____

Applicant Signature: _____ Date: _____

1. Lessor upon payment of rental fee of \$_____, plus a security deposit of \$125.00 agrees to permit Lessee to have exclusive use of the large room and restrooms only. No kitchen facilities available at this time. The security deposit is refundable after final inspection, provided there is no damage done to building/equipment and all rules have been abided by. Any damages beyond the security deposit amount will be billed to the lessee. Lessee must provide two separate checks (1) security deposit (2) Fee. **No cooking is to take place onsite. Only catered /covered dish events are permitted.**

2. Your security deposit and fee is due when signing rental application. Reservations for the year may be made on or after January 1st of the year. Cancellations are accepted, with a full refund, only when given in writing at least 30 days in advance of the rental date, minus a \$25 administration fee. The deposit will be refunded three days after final inspection, providing the key has been returned, in the event the lessee concurred with the agreement.

3. The Lessee is responsible to pick-up a key on Friday, the week of the rental date, between the hours of 8:00am to 3:00pm.

4. The Lessor is responsible for both setting up and tearing down tables and chairs for each event. Tables and chairs may not be slid across the floors or removed from the building. The Lessee must submit a floor plan with the application. You will be responsible for any damages.

5. Lessee is prohibited from moving any equipment/furniture from its original location. You rent the facilities as is.

6. When decorating, only freestanding decorations can be used. No tacks, tape, staples or nails may be put in any portion of the building. Nothing is to be affixed to the walls or ceiling. The entrance doors and windows can be decorated with prior approval from Park and Recreation Coordinator. Balloons must be tethered to prevent interference with the smoke alarms and air circulation systems. Use of open flame candles, taper candles, confetti and glitter is strictly prohibited.

7. West Hanover Township shall not be responsible for fire, theft, damage to personal property or personal effects brought into or stored in the leased premises by the Lessee or any of Lessee's guests, invitees, licensees or users.

8. Currently West Hanover Township has tables and chairs for 160 people. Lessee is prohibited from bringing in his or her own tables, chairs, stage or any type of equipment without prior approval from the Park & Recreation Coordinator.

9. West Hanover Township shall have the right to enter the rented premises at any and all times for the purpose of determining whether the premises are being used in accordance with the terms of this agreement.

10. No animals of any kind shall be allowed in the premises (with the exception of an individual service animal) without prior specific written permission of the West Hanover Township Park and Recreation Coordinator.

11. The Lessee is responsible for cleanup of the entire facility. All tables must be covered with some type of covering. Any spills on the floors must be cleaned up immediately. All trash must be bagged and deposited in the dumpster located behind Fire House.

12. Lessee is prohibited from propping any outside doors open during rental use.

13. Lessee is prohibited from leaving the premises and allowing the Recreation Facilities to be unlocked at any time.

14. Lessee is prohibited from turning the heat and air condition temperature up or down. If the controls are changed in anyway you forfeit your deposit.

15. Smoking is strictly prohibited inside the Recreation Center. If you must smoke outside you are responsible for cleaning up all cigarette butts.

16. Alcohol is prohibited anywhere on Leased property.

17. Lessee hereby agrees to indemnify and hold the West Hanover Township, its officers and employees harmless from any and all suits, claims, causes of action and demands for damages, for loss of property, injury to persons or property arising from any cause whatsoever.

18. I have read and fully understand the centers rules for renting their facility.

Lessee Signature: _____

Park and Recreation Coordinator Signature: _____

REQUIREMENTS FOR DEPOSIT REFUND

1. Make sure lights are turned off in main room and restrooms before exiting Recreation Center.
2. Make sure all trash is bagged, tied up and placed in dumpster behind building and replace the trash can liner.
3. All tables must be covered, No dirty tables.
4. Dry Mop floor.
5. Clean up all spills.
6. Make sure both entrance doors are locked/secure before leaving the premises.
7. Remove all decorations
8. Make sure water is turned off in restrooms.
12. Please report all damages to Park and Recreation Coordinator.
13. Make sure the building is back the way you found it.
14. Return key to Park and Recreation Office the next workday. **If the key is not returned the next working day your deposit will be forfeited.**

RECREATION CENTER

West Hanover Township now has a new recreation center and will be opening it up to residents/non-residents for rental use.
(Reunions, birthday parties, wedding receptions Christmas parties etc.)

2010

West Hanover Township Recreation Center Fee Schedule

\$125 security deposit

Two separate checks are required: (1) Deposit (2) Fee

4- Hour maximum

Residents/ Township Organizations

1-49 people - \$100.00 (additional per hour charges- \$35)

50-99 people - \$150.00 (additional per hour charges- \$50)

100-149 people - \$200.00 (additional per hour charges- \$75)

150 people or more- \$300.00 (additional per hour charges- \$100)

Fee includes tables & chairs for number of people attending & (2) extra tables only.

Additional tables- \$3.00 per table, Chairs- .50 each

Non- Residents/ Outside the Township Organizations

All fees double

Others

Funeral receptions - Flat fee of \$50.00 (\$50.00 security deposit required)

All meetings must be held in the Township Building Lower level conference room. All meetings are prohibited from the recreation center, unless your organization pays the above fees.