

**West Hanover Township
7171 Allentown Boulevard, Harrisburg. PA. 17112
Park & Recreation Office (717) 540-6076**

Township Conference Room 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

Name of Organization/Function: _____

Contact Person: _____

Phone#: Daytime _____ Evening#: _____ Cell#: _____

Address: _____ City _____ Stae _____ Zip _____

Date Requested: _____ Time Requested: _____

Number of People Attending: _____

Applicant Signature: _____ Date: _____

1. Lessor upon payment of rental fee of \$_____, plus a security deposit of \$50.00 agrees to permit Lessee to have exclusive use of the Township lower level conference room and restroom areas only. The security deposit is refundable after final inspection, provided there is no damage done to building, equipment, or fixtures 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.**

2. Your security deposit & fee is due when completing rental application. Reservations for the year may be made on or after January 1st of the year. Cancellations are accepted, with a full refund minus a \$10 administration charge, only when given in writing at least 20 days in advance of the rental date. The deposit will be refunded three days after final inspection, in the event the lessee concurred with the agreement.

3. The Lessee is responsible for Picking up a key and Code from the Park & Recreation Coordinator the day prior to his or her rental date between the hours of 8:00am and 3:00pm. The key & Code must be returned the following working day after rental date. If the key & Code is not returned within this time period you will forfeit your deposit.

4. The Lessee is responsible for both setting up and tearing down tables and chairs for each meeting/event. Tables and chairs may not be slid across the floors or removed from the building. **The Lessee must return room to the original setup.** You will be responsible for any damages.

5. 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. Use of open flame candles, taper candles, confetti and glitter is strictly prohibited.

6. 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.

7. The maximum occupancy in the lower level conference room is 38 people. (in accordance with the International Building Code 2003 addition section 1004.1 table 1004.1.2 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. Violation of this maximum occupancy will result in immediate shutdown and evacuation of the meeting/event.

8. 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.

9. 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.

10. The Lessee is responsible for cleanup of the conference room. If you mess up the tables you wipe them off with a wet cloth, any spills on the floors or walls it must be cleaned up immediately. All trash must be bagged and deposited in the dumpster located behind the Township building.

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

12. Lessee is prohibited from leaving the premises and allowing the Township Building to be unlocked at any time.

13. Smoking is strictly prohibited inside the Township Building.

14. Alcohol is prohibited anywhere on Township property.

15. 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.

16. I have read and fully understand the Township rules for renting their facility.

Lessee Signature: _____

Park and Recreation Coordinator Signature: _____

REQUIREMENTS FOR DEPOSIT REFUND

1. Make sure lights are turned off in restrooms.
2. Make sure lights are turned off in Hallway.
3. Make sure lights are turned off in conference room.
4. Make sure all trash is bagged, tied up and placed in dumpster.
5. Replace trash can liners.
6. Wipe off all tables.
7. Clean up all spills.
8. Remove all decorations
9. Make sure the door is locked & security system is on when leaving the building.
10. 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.

2010

TOWNSHIP LOWER LEVEL CONFERENCE ROOM

West Hanover Township Conference Room Fee Schedule

\$50 refundable security deposit

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

3- hour maximum, each additional hour \$10.00

Residents:

\$25.00 fee

Non- Residents:

\$50.00 fee