

## Warren Township Building Rental Form

Date of request \_\_\_\_\_

Name of responsible individual \_\_\_\_\_ Phone number: \_\_\_\_\_

Name/Group \_\_\_\_\_

Date and Start/End Time requested \_\_\_\_\_

Purpose \_\_\_\_\_

### Entire building (check below)

\_\_\_ Residents - \$100 **per day**

\_\_\_ Non-Residents - \$350 **per day**

### Small Meeting Room (check below)

\_\_\_ Residents - \$35 **per day** (\$50 with kitchen)

\_\_\_ Non-Residents - \$75 **per day** (\$100 with kitchen)

### Pavilions (check below)

\_\_\_ No fee required, but must be reserved - donation is appreciated

By my signature, I acknowledge that I have read and agree to the **Terms and Conditions**.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Amount enclosed \_\_\_\_\_

**Reservations are not confirmed until this form and all fees are received by the township secretary** (make check out to "Warren Township").

### Mailing Address:

Warren Township Supervisors

P.O. Box 52

Warren Center, PA 18851

**September 2018 Revision**

## Township Building Rental Checklist

- Please review the attached building rental terms and conditions.
- Mail check for amount of rental and security deposit plus the completed form to the address given on township building rental form.
- When renting the building, please let us know approximate starting and ending times of the event so the building will be ready.
- The date will be posted on the township calendar when the full amount is received from the RENTER.
- You may call a few days prior to the event to arrange to pick up a key by calling 395-3594 or 395-3221.
- Please remove any food items from kitchen and refrigerator.
- A dumpster is provided for your convenience.
- Check with the township before attaching anything to walls or ceiling. Please do not use tape on painted walls.
- Make sure all doors are locked prior to leaving.
- The security deposit will be refunded to the RENTER after the event and the building condition have been assessed and the key has been returned to the township office.
- **NEW:** Chairs and tables are **NOT** to be taken out of the building. If they are required, they may be rented from the Fire Company at \$1.00 per chair and \$4.00 per table.

NOTE: Township residents may not rent the facilities for non-residents to receive the reduced rate.

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## **TERMS AND CONDITIONS**

Warren Township Supervisors encourage community use of facilities when such use is in the public interest, does not conflict with township activities, and is not detrimental to the facilities. Fees for utilization may be waived in lieu of services performed on behalf of the township or for materials donated on a case-by case basis.

Individuals or groups using the facilities, including the pavilions and grounds, are required to restore to original conditions any property destroyed or suffering from more than normal wear and tear.

RENTER agrees to leave the facility in a clean, neat and orderly condition. The facility will be inspected after each rental to ensure that the facility is returned to the proper condition. The Township Supervisors will be the sole judge of destruction of property or excessive wear and tear. If the facility is left in less than satisfactory condition or if physical damage is done to the facility, the RENTER will be charge a fee of \$30 per hour for any cleaning or maintenance that is required to bring the facility back to proper condition. Any costs for materials needed for repairs or clean-up will be in addition to the charge of \$30 per hour. The RENTER will be billed for all additional costs. In the event the RENTER does not abide by the conditions of the rental agreement, the RENTER will no longer be allowed to rent any facility of the Township.

### **Note: SMOKING IS NOT ALLOWED IN THE FACILITY**

Renter acknowledges receipt of a key to the facility. If the key is not returned to the township office, the RENTER will be responsible for the cost of changing the locks on the facility doors.

Cancellations will be accepted by calling the township office up to seven days prior to the event. Cancellations may also be accepted on an emergency basis with prior approval. Cancellations due to inclement weather will not be considered an emergency.

Acts of violence or possession of a weapon or illegal substances on the Township property shall be reported to local law enforcement officials. The individual/organization will not be eligible to rent the facilities thereafter.

The user of any facility must assume full responsibility for personal injury to participants and spectators. By signing the attached Facilities Request Form you are agreeing to the Township's Hold Harmless Clause.

The township assumes no responsibility for properties left on the premises by the approved user.

The Township Supervisors reserve the right to decline a reservation to anyone for any reason and the supervisors must have free access to all facilities at all times.

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