

## Community Center Rental Agreement

PO Box 453

122 Center Street

Laughlintown, PA 15655

Phone: 724-420-7180 Email: laughlintowncommunitycenter@gmail.com

Applicant Name: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date (s) Requested: \_\_\_\_\_

Facility Requested: Building only / Building and Pavilion

Youth Use/Organization Y / N Organization Name:

Type of Function: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

## Agreement and Payment Schedule

Your Facility Rental Agreement must be submitted to and approved by the Community Center. A **non-refundable** deposit of \$25.00 is due at the time of booking. The remaining balance of \$125.00 is due 30 days prior to the rental date. For reservations made less than 30 days prior to the event, the rental fee of \$150.00 is due in full at the time of booking.

By signing below, I acknowledge that I have read, understand, and agree to the terms of this agreement and agree to adhere to all rules and restrictions listed under that section.

### ---Community Center Use Only---

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Total Amt. Due: \_\_\_\_\_

Deposit Amount: \_\_\_\_\_ Due On: \_\_\_\_\_ Received: \_\_\_\_\_

Final Payment: \_\_\_\_\_ Due On: \_\_\_\_\_ Received: \_\_\_\_\_

## Release of Liability

In consideration of this Rental Agreement, I, my heirs, successors and assigns, do hereby remise, release, quit claim and forever discharge, hold harmless and indemnify the Laughlintown Community Center and its officers, employees, agents and assigns, from any and all liability, known or unknown, potential or otherwise, arising from the use of the Community Center and surrounding grounds owned by the Laughlintown Community Center by myself and my invitees, including property damage, personal injury and death. I shall (and my invitees shall) comply with all facility rules and regulations.

I further acknowledge that I (and my invitees) shall use the equipment and facilities only for the purposes for which they are intended, and for no other purpose whatsoever. I understand that I shall be responsible for reimbursing the Laughlintown Community Center for any damage caused to the Community Center equipment and/or facilities, excepting that caused from ordinary wear and tear.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### RULES AND REGULATIONS

- **Blue painter's tape may be used to hang decorations. Nails, tacks, pins, staples, scotch tape and masking tape are strictly forbidden. Do not use tape on the chalkboards. Loose glitter and confetti are prohibited.**
- **Put all tables and chairs back where they were prior to your arrival.**
- **Reservations are not considered complete until all parties sign the rental contract, pay the \$25 non-refundable deposit, and receive approval from the Community Center.**
- **Balances must be paid 30 days prior to the rental date.** Unpaid reservations may be forfeited.
- Storage of items is not permitted before or after your event.
- Only persons age twenty-one (21) and older are eligible to contract for the use of Community Center Facilities.
- Events with vendors must supply a Certificate of Insurance before approval will be granted.
- Soliciting, recruiting, Political Activism, and loitering are prohibited in the facilities.
- Use of profane language, illegal drugs, alcoholic beverages, firearms, gambling, chewing tobacco, smoking, open flames, games of chance, and exotic entertainment are prohibited.
- Children must be supervised at all times. There must be one responsible adult (18+) present for every 6 children under age 18.
- All patrons are expected to respect the facility and the rights of other individuals. Any user who engages in disorderly conduct, including but not limited to, verbal or physical abuse of any other guest, is subject to immediate removal from the facility without refund.
- On the day of your event, should your function be terminated due to abuse of policies and procedures, no monies will be refunded.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_