



Facility Rental Agreement

525 Fairview Avenue
Lancaster, Pennsylvania 17603
(717)392-2115
FAX: (717) 392-8489
www.lancasterrec.org

Individual/Group/Organization: _____

Contact Person: _____ Day Phone: _____

Email Address: _____ Evening Phone: _____

Address: _____ Estimated Attendance: _____

Activity: _____

Rental Times: From: _____ to _____ Total Fee: _____

Rental Date(s): _____ Total Hours: _____

Daily Rentals - Please check desired facility Make checks payable to: Lancaster Rec

\$25/hour: Lancaster Recreation Center (select room)

Terrace Room

Gym

Fairview Room

Brandon Room

_____ # of Tables Requested (set up not included)

_____ # of Chairs Requested (set up not included)

Cash cleaning/damage deposit of \$50 required at least 24 hours prior to your rental start time.

Long-Term Rentals - Please call to negotiate fee

The fee for each rental date agreed upon for the term of this agreement is:
(Payment must be monthly and will be due on the 1st of every month.)

The amount of the security/damage deposit is: _____
(A security/damage deposit, equal to one month of rental fees, will be paid upon signing of this agreement.)

Special Provisions: _____

I acknowledge that I have read, understood and agreed to comply with all rental guidelines and policies as listed on the back of this form, and am responsible for my group's compliance.

Applicant Signature _____

Date _____

Requested By (Please Print Name) _____

Organization Representing _____

-OFFICE USE ONLY-

Amount of Payment Received _____ Form of Payment _____ Date Received _____

Supervisor Used _____ # of Hours Used _____

Staff Signature _____ Date _____

Cash Deposit Received _____ Cash Deposit Returned _____ Customer Signature Required _____

General Guidelines & Policies

1. Rental fees must be paid in advance. Full payment must be mailed to us or be settled at the Lancaster Rec Center during office hours (Monday-Friday, 9 a.m - 5 p.m.). All reservations are considered tentative until we have received payment and a signed copy of this agreement. Tentative reservations are cancelled within five working days of initial scheduling if payment has not been received.
2. Renting groups are responsible for cleaning of facilities rented. Adequate cleaning is defined as leaving the rented facility in the same or better condition than it was prior to rental. Supplies, cleaning equipment and trash bags are included as part of the rental fee. All trash must be properly bagged and sealed.
3. A Lancaster Recreation Commission employee, whose costs are included in the rental fee, will supervise all rentals.
4. All noise and music must be kept at a reasonable level. This will be controlled by our rental supervisor.
5. Our employees have the authority to determine if participants are strictly adhering to all rules and regulations, and we have full authority to enforce these regulations.
6. All youth groups must be chaperoned by a minimum of one adult, 21 years or older, for every 12 youths in attendance.
7. Renting groups are responsible for any damage caused to the facility and its contents. Groups are invoiced for all labor and material costs necessary to return the building to its previous condition. This applies to cleaning as well as physical damage.
8. No admission fee may be charged to the rental group's members without prior approval from us. We must also approve the sales of goods prior to rental.
9. Use of facility is limited to the room(s) which have been contracted and paid for in advance.
10. We reserve the right to accept or reject any application.
11. All borrowed equipment must be returned to our supervisor before leaving the facility. We are not responsible for items left behind.
12. The rental fee is charged for the time your group uses to set up and clean up, as well as the actual event time.
13. In order to receive a refund of your rental fee, you must notify us in writing a minimum of 30 days prior to your scheduled rental. Failure to do so will result in forfeiture of the rental fee.
14. Renting groups must vacate all facilities by 10p.m Monday through Thursday, and by 11:30p.m Friday through Sunday, unless overnight or extended hours permission is granted.
15. Smoking of any kind, possessing/drinking alcoholic beverages, or drug use is strictly forbidden.
16. Any decorations used must be applied using tape and must be removed before leaving.
17. All vehicles must be parked in authorized areas surrounding the facility.

Specific Guidelines & Policies

REC CENTER GYMNASIUM

1. Only sneakers or tennis shoes may be worn in gym (street shoes and black-soled shoes are NOT allowed). Footwear should be wiped on carpets before entering gym.
2. Absolutely no drinks (cans, cups, etc.) or food allowed in the gym.
3. Hanging on the basketball rims is strictly forbidden and may result in immediate expulsion of the individual or group.

REC CENTER TERRACE ROOM

1. No silverware, dishes, cooking utensils, paper goods, or food items are provided. All Lancaster Recreation Commission supplies are clearly designated and are strictly off-limits. Groups are invoiced for the cost of any supplies found used or missing.
2. All sinks, counters, and cabinets must be thoroughly cleaned.
3. The outside patio is included with rental of the Terrace Room, weather permitting.
4. All food tables must be protected by plastic or linen covering to be supplied by the rental group.

Supervisor for this rental: _____
Name Phone #

Emergency Contact #s only:			
Terry Kreider	285-7539	Awilda Lopez	396-0857
Pat Skrodinsky	397-4546	Lucy Zimmerman	989-0454
Susan Davis	464-0971	Stephanie Mathias	394-9818
Marisol Rosario-Gonzalez	390-0765		