

# AARONSBURG COMMUNITY BUILDING FACILITIES USE AGREEMENT

In consideration of receipt of a donation as indicated below, and subject to acceptance of rules and limitations herein stated, the Aaronsburg Civic Club, Inc. hereby grants permission to use the Aaronsburg Community Building to the following:

**Date of Rental:**\_\_\_\_\_ **Type of Activity:**\_\_\_\_\_

**I would like to rent the Community Building from: \_\_\_\_\_AM/PM to \_\_\_\_\_AM/PM**

(NOTE: This is the time you enter the building to the time you leave. Please give yourself adequate time to set up and clean up)

**\*\*A full day rental is required if alcohol is being served.**

**Total Hours:** \_\_\_\_\_

**FULL Day rental is 4 hours or more a HALF Day rental is 4 hours or less.**

**Estimated Attendance:** \_\_\_\_\_ **List recurring meeting dates:** \_\_\_\_\_

Emergency Contact Person (Please print full name)

Name		Phone	Email
		RATE DAY	RATE 1/2 DAY
	Full Facilities – Main Meeting Room / Dining Room, Kitchen, and Rest Rooms	\$100.00 – Non-Members	N/A
	Full Facilities – Main Meeting Room / Dining Room, Kitchen, and Rest Rooms	\$75.00 – Members	N/A
	Meeting Room/Dining Room, Rest Rooms	\$75.00 – Non-Members	N/A
	Meeting Room/Dining Room, Rest Rooms	\$60.00 – Members	N/A
	Meeting Room, Restrooms	Max rental time 4 hrs	35.00
	Kitchen, Rest Rooms	\$65.00 – Members and Non-Members	N/A
	Small First Floor Meeting Room	Max Rental 4 hours	15.00
	** Cleaning Deposit	\$50.00 – (Refundable)	

The Civic Club agrees to provide: heat when needed, hot and cold water, snow removal, equipment, utensils, and dishes as explained below:

The following regulations and limitations apply, unless otherwise entered in writing hereon by an authorized representative of the Aaronsburg Civic Club, Inc.:

- q Bands or DJs are permitted in the facility during the events. Any special requirements necessary for the band or KJ system are to be brought to the attention of the board at least 2 week prior to the event.
- q Smoking is not permitted anywhere inside the Building
- q Private Dances by Invitation only
- q Decorations CANNOT be pinned, taped or otherwise affixed to the walls, ceiling, or windows.
- q You may bring a caterer of your choice or provide your own food; The Aaronsburg Civic Club and its members assume no responsibility from anything arising from it. Because of limited kitchen equipment, most foods must be prepared before the time of rental. The kitchen contains a small microwave, refrigerator and sinks (that are also used by the Aaronsburg Civic Club) you will not have full use of these items. Rental utensils and dishes are not available.
- q The renter signing this contract is responsible for clearing tables and removing all garbage off the premises and leaving the facility in order. (If drink cups, plates or trash of any kind is left on top of the tables or trash is not taken out the damage deposit will be forfeited).
- q Children must be supervised at all times in and out doors.
- q Applicant is responsible for all damages incurred to the facility during the rental. Pending no damages to the facility and no violation of the contract, the deposit will be refunded within 14 business days after the rental. Refund will be mailed to the address on the contract. IF damages exceed the deposit amount, renter will be billed.

Physical Address: 315 West Aarons Square Aaronsburg PA 16820  
Mailing Address: P.O. Box 286, Aaronsburg, PA 16820

- q Rentals may not exceed occupancy level for facility area that is being contracted. Exceeding capacity may result in event being shut down.
- q Occupancy of the rental area later than stated on the contract will result in additional fees. These fees will be deducted from the deposit or assessed to the renter. All persons must be exited from the facility by the contracted time. This includes guests, contracted services and renter. Rentals must be completed no later than 12:00PM.
- q All items that have been brought in by the renter, or contracted service for the function, must be removed from the facility by the end of the rental time, The Aaronsburg Civic Club and its members are not responsible for any items left at the facility by either the renter or persons/companies providing their service and/or equipment for the rental party. Items for functions cannot be stored overnight.
- q If alcohol is served or sold during the event, then the party is to abide by the rules and regulations concerning the PA State Liquor license.
- q NO Glass bottles of Beer are ALLOWED
- q The Aaronsburg Civic Club or its members are not responsible for damages or loss to personal property of the renter, contract service, guests, invitees, and/or entertainers/vendors, which is on the premises before, during or after the event.
- q Parking for any event will be in the parking area behind the building and in the lower front U shaped lot. Vehicles may NOT park on any of the grassy areas in the front or on the side of the building. The Aaronsburg Civic Club and its members shall not be responsible or liable to the individual or group for loss or damage to said vehicle or its contents.
- q Set-up can begin on the day of the event (the day before may be permitted depending on availability).
  - o The renter will be responsible for the table and chairs set up and take down. The tablecloths and table decorations will be the responsibility of the renter. We do not have tablecloths or decorations available for rental.
- q The Aaronsburg Civic Club and its members shall not be liable for any injury or damage to any person and their invited guests or to any property at any time on said premises or the Community Building from any cause whatsoever that may at any time exist from the use or condition of said premises or building, or from ice thereon, or from water, rain, or snow which may leak into, issue or flow from any part of the building, or from pipes or plumbing, of the same or from any other place or quarter, or from any other cause, during rental period. The Aaronsburg Civic Club and its members are further indemnified from the renter for any damages to the members due to the actions of the renter or his/her guests.

CERTIFICATION OF ACKNOWLEDGEMENT AND ACCEPTANCE:

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USER SIGNATURE

DATE

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OFFICER, AARONSBURG CIVIC CLUB, INC

DATE