

**AARONSBURG COMMUNITY BUILDING
FACILITY 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 ACB 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)

Total Hours: _____

Estimated Attendance: _____

List recurring meeting dates: _____

Emergency Contact Person (Please print full name)

Name Phone Email

TYPE OF RENTAL	RENTAL FEE	PLEASE CHECK
Full Facilities – Meeting/Dining/Kitchen/Restrooms	\$100 – Non Members \$75 – Members	
Dining Room/Meeting Room/Restrooms	\$75 – Non-Members \$60 – Members	
Kitchen/Restrooms	\$70	
Meeting Room/Restrooms	\$40 – Non-Members \$25 – Members	
Long-term Rental (please refer to page 3)	TBD	

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.:

- > 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.
- > Smoking is not permitted anywhere inside the Building
- > Decorations CANNOT be pinned, taped or otherwise affixed to the walls, ceiling, or windows.
- > 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. Rental utensils and dishes are not available.

> 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).

> Children must be supervised at all times in and out doors.

> Applicant is responsible for all damages incurred to the facility during the rental.

> Rentals may not exceed occupancy level for facility area that is being contracted. Exceeding capacity may result in event being shut down.

> 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.

> 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.

> If alcohol is served during the event, then the party is to abide by the rules and regulations concerning the PA State Liquor license.

> 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.

> Parking for any event will be in the parking area behind the building and in the lower from 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.

> Set-up can begin on the day of the event (the day before may be permitted depending on availability).

> 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.

> 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:

USER SIGNATURE

DATE

OFFICER, AARONSBURG CIVIC CLUB, INC

DATE

Physical Address: 315 W. Aaron Square Aaronsburg, PA 16820
Mailing Address: PO Box 162 Aaronsburg, PA 168

Long Term Rental

Long term or ongoing rentals of the ACB are available on a case-by-case basis. In each case, renter and the ACC will establish a fair rate and length of contract no longer than 12-months. In every case, long-term renters must make sure that the building is available when other renters or the ACC need the space. Long-term rentals will be given access to a Google calendar that will show upcoming rentals, and must be reachable by phone and/or email in order to make such arrangements in a timely manner. All regulations listed above still apply.

LONG-TERM RENTAL AGREEMENT

NAME OF USER

LENGTH OF RENTAL

RENTAL RATE / DATE PAYMENT IS DUE

TYPE OF RENTAL _____

ESTIMATED WEEKLY USAGE _____

CERTIFICATION OF ACKNOWLEDGEMENT AND ACCEPTANCE:

USER SIGNATURE

DATE

OFFICER, AARONSBURG CIVIC CLUB, INC

DATE

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