

AARONSBURG CIVIC CLUB (ACC)  
AARONSBURG COMMUNITY BUILDING (ACB)  
FACILITY USE AGREEMENT  
VOICE or TEXT: 814-303-9124  
EMAIL: aaronsburgcivicclub@gmail.com

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 (ACB) to the following:

**Date of Event/Meeting:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Type of Activity:** \_\_\_\_\_

I would like to reserve 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. See below #5 below.

**Total Hours:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**Applicant (Please print full name):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Emergency Contact Person other than applicant (Please print full name):**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The Civic Club agrees to provide heat when needed (\*set at 65 in colder months), hot and cold water, snow removal. The following regulations and limitations apply, unless otherwise entered in writing hereon by an authorized representative of the Aaronsburg Civic Club, Inc.:

FACILITY USE	AMOUNT	CHECK SELECTION
1. Full Facilities: Entrance/Parking behind building; Main Meeting/Dining Room, Kitchen, and Restrooms.	\$100 – Members \$125 – Non-Members	
2. Meeting/Dining Room and Restrooms.	\$75 – Members \$100 – Non-Members	
3. Kitchen and Restrooms.	\$70	
4. Meeting Room Ground/Street Level and Restrooms: NOTE: This meeting space <b>does not</b> have restroom facilities in the room. Restrooms are located upstairs and require going outside and either up the exterior stairs or walking up to the rear entrance. As such, this option is good for short meetings of 12 or fewer attendees.	\$35 – Members \$50 – Non-Members	

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5. Membership is Annual, renewed every May: \$10 individual, \$20 family \$25 business		
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- Temperature controls are regulated by Aaronsburg Civic Club building staff only.
- Internet services are not provided.
- Bands or DJs are permitted in the facility during the events. Any special requirements necessary for the band or DJ system are to be brought to the attention of the board at least 2 weeks 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 or provide your own food; The Aaronsburg Civic Club and its members assume no responsibility from anything arising from your own or catered food. Because of limited kitchen equipment, most foods must be prepared before the reservation date.
- The Applicant signing this contract is responsible for clearing tables and **removing all garbage off the premises** and leaving the facility in order in the same condition as upon your arrival.
- Children must always be supervised in and outdoors.
- Applicant is responsible for all damages incurred to the facility during the scheduled use.
- All persons must be excited from the facility by the contracted time. This includes guests, contracted services, and Applicant. End time of use must be completed no later than 12:00PM.
- All items that have been brought in by the Applicant, or contracted service for the function, must be removed from the facility by the end time, The Aaronsburg Civic Club and its members are not responsible for any items left at the facility by either the Applicant or persons/companies providing their service and/or equipment for the Applicant/function. Items for functions cannot be stored overnight.
- If alcohol is served during the event, then the Applicant is to abide by the rules and regulations concerning the PA State Liquor license. It is the responsibility of the Applicant to review and abide by these rules and regulations. The Aaronsburg Civic Club or its members resume no responsibility regarding the serving of alcohol.
- The Aaronsburg Civic Club or its members are not responsible for damages or loss to personal property of the Applicant, 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”U” shaped lot. Vehicles may NOT park on any of the grassy areas in the front or on the side of the building.

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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.

- The Applicant will be responsible for the table and chairs set up and take down. The tablecloths and table decorations will be the responsibility of the Applicant. We do not have tablecloths or decorations available for use.
- 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 the event period. The Aaronsburg Civic Club and its members are further indemnified from the Applicant for any damages to the members due to the actions of the Applicant 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

Aaronsburg Civic Club Building Physical Address: 315 W. Aaron Square Aaronsburg, PA 16820

Checks Payable to: Aaronsburg Civic Club

Mailing Address: PO Box 286 Aaronsburg, PA 16820

Questions: [aaronsburgcivicclub@gmail.com](mailto:aaronsburgcivicclub@gmail.com)