



Facility Rental Agreement

Supervisor Used _____
Discussed use of facility with Lancaster Rec Staff on: _____

Date _____ Staff Initials _____

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

Please print clearly

Individual/Group/Organization: _____

Contact Person: _____ Day Phone: _____

Address: _____ Zip: _____ Cell Phone: _____

Email Address: _____ Evening Phone: _____

Date(s): _____ Rental Day of the Week: _____

Rental Times: From _____ to _____ Total # of Hours: _____ Total Fee: _____

Activity: _____ Estimated Attendance: _____

Daily Rentals - Please check desired facility

Lancaster Recreation Center* (select room)

- Terrace Room (lobby not included)
- Gym
- Fairview Room/Kitchen
- Brandon Room
- Rodney Park Community Center

* If you have more people than the room's occupancy, you must rent 2 rooms. Room occupancies are listed on the next page.

Special Provisions: _____

Rental Fee: \$30/hour/room Reservation/security/cash deposit of \$50 required when submitting application. Renter will receive a phone call 1-2 weeks after your rental date, providing the facility is found in the condition prior to rental. Rental fee must be paid in full 30 days in advance of your rental date by cash, check or credit card. (Checks payable to Lancaster Rec.)

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. I further understand that people attending my party must park in the Lancaster Rec parking lot off of Hazel Street or I will lose my security deposit.

Applicant Signature

Date

Requested By (Please Print Name)

Organization Representing

-OFFICE USE ONLY-

Reservation/Security Deposit Received \$ _____ Date _____ Form of Payment _____

Facility Rental Fee Received \$ _____ Form of Payment _____

Staff Signature _____ Date _____

General Guidelines & Policies

1. Rental fees must be paid in full 30 days 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 the areas used at the center which includes the lobby, entrance and bathrooms. 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 taken to the dumpster located in the rear parking lot.
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. If you stay over your rental agreement time, money will be taken out of your cash deposit based on the facility fee and the extra staff 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 10 p.m Monday through Thursday, and by 11:00 p.m Friday through Sunday, unless 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. For all Lancaster Rec Center rentals, all vehicles must be parked in the parking lot in the rear of the building.

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/KITCHEN

1. Request for use of kitchen must be made in advance.
2. 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.
3. Kitchen floors must be wet mopped after the event.
4. All sinks, counters, and cabinets must be thoroughly cleaned.
5. The outside patio is included with rental of the Terrace Room, weather permitting, except when children are attending. Use of the upper level outside patio is prohibited if children are participating in your party.
6. The outside grass is included with rental of the Fairview Room, weather permitting.
7. All tables must be protected by plastic or linen covering to be supplied by the rental group.

YOUR SECURITY DEPOSIT IS FORFEITED IF:

1. Your party attendees park on Fairview Avenue rather than in Lancaster Rec parking lot.
2. Building areas used are not clean.
3. You are not completely out of the building at agreed-upon time.
4. The fire alarm goes off accidentally and fire company arrives.
5. The police are called for any type of disturbance.
6. Use of alcohol in building or on Lancaster Rec property is discovered.

ROOM OCCUPANCIES

Brandon Room	48	Gym	50	Rodney Park Community Center	72
Fairview Room	52	Terrace Room/Kitchen	50		
Fairview & Brandon Rooms combined	74+				

Emergency Contact #s only:

Susan Davis	464-0971 or 201-9108
Terry Kreider	285-7539 or 201-9103
Stephanie Mathias	314-2010
Awilda Lopez	396-0857