



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

Facility Rental Agreement

Please print clearly

Individual/Group/Organization: _____

Contact Person: _____

Cell Phone: _____ Day Phone: _____

Address: _____

Email Address: _____

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

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

Total Fee: _____ Estimated Attendance: _____

Activity: _____

Please check desired room(s) at Lancaster Recreation Center:

Terrace Room (lobby not included)

Gym (for physical activity only)

Fairview Room

Special Provisions: _____

- A refundable security deposit of \$70 (paid by cash or credit card) is required with rental agreement to reserve the facility room(s).
- You will be contacted within a week after rental date with the status of your security deposit refund.
- \$35 of the security deposit will not be refunded when rental is cancelled, for any reason, at any time prior to rental date.
- If money is owed by the renter for any Lancaster Rec program, that portion of the security deposit will not be refunded.
- Rental Fee: \$35/hour/room
- Rental fee must be paid in full 30 days prior to your rental date by cash, check or credit card.
- Your rental fee is due by: _____.
- 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.

RENTAL STAFF CONTACT	
Lisa Carmen	717-669-8001

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 Recreation Center parking lot located at the corner of Hazel and New Dorwart Streets or I will lose my security deposit.

Signature of Rental Representative _____

Date _____

-OFFICE USE ONLY-

Reservation Security Deposit Received \$ _____	Date _____	Form of Payment _____
Facility Rental Fee Received \$ _____	Date _____	Form of Payment _____
Staff Signature _____	Date _____	

General Guidelines & Policies

1. Rental fees must be paid in full 30 days in advance of rental date. Full payment must be mailed to us or paid at the Lancaster Recreation Center during office hours (Monday-Friday, 9a.m.-5p.m.). Reservations are scheduled upon receipt of the security deposit and a signed copy of this agreement.
2. Renting groups are responsible for cleaning of the areas used, including 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. You must bring your own dish soap and towels to clean food containers.
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. Rentals will be immediately ended for non-compliance.
6. All youth groups must be chaperoned by a minimum of one adult, 21 years or older, for every 10 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 dances or parties with a DJ or live band are permitted at the Lancaster Recreation Center.
9. No admission fee may be charged to the rental group's members. We must also approve the sales of goods prior to rental.
10. Use of facility is limited to the room(s) which have been contracted and paid for in advance.
11. We reserve the right to accept or reject any application.
12. All borrowed equipment must be returned to our supervisor before leaving the facility.
13. We are not responsible for any items left behind.
14. 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 security deposit based on the facility fee and the extra staff time.
15. 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. In order to receive a refund, you must notify us in writing a minimum of 30 days prior to scheduled rental. \$35 of the security deposit will not be refunded when rental is cancelled, for any reason, at any time prior to rental date. If money is owed by the renter for any Lancaster Rec program, that portion of the security deposit will not be refunded.
16. Renting groups must vacate the Lancaster Recreation Center by 10 p.m.
17. Smoking of any kind, possessing/drinking alcoholic beverages, or drug use is strictly forbidden, both in the building, in the parking lot, and on the park grounds.
18. Any decorations used must be applied using tape and must be removed before leaving. No decorations may be hung from ceilings.
19. All vehicles must be parked in the Lancaster Recreation Center parking lot in the rear of the building off of Hazel Street.
20. No food or drinks are permitted in the Rec Center lobby and lobby furniture may not be used by renter for any event held.

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 FAIRVIEW/TERRACE ROOM/KITCHENS

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. Kitchen floors must be wet mopped after the event.
3. All sinks, counters, and cabinets must be thoroughly cleaned.
4. 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. If used, area must be cleaned up.
5. The outside courtyard is included with rental of the Fairview Room, weather permitting. If used, area must be cleaned up.
6. All tables must be protected by plastic or linen covering to be supplied by the rental group.
7. Mirrors in Terrace Room must be cleaned and clear of finger/handprints.

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.
7. Decorations are hung from ceilings.
8. Attendance in rented room is over occupancy limits.

ROOM OCCUPANCIES

Terrace Room/Kitchen	50	Gym	50
Fairview Room/Kitchen	52	Brandon Room	28
Fairview & Brandon Rooms combined	90		

Rental Staff Contact

Lisa Carmen 717-669-8001