



West Manheim Township

For Township Use Only

Date Application Received: _____
Date Disapproved: _____ Reason: _____
Date Deposit Paid: _____
Deposit Amount: \$ _____ Check: _____ Cash: _____

WEST MANHEIM TOWNSHIP FACILITY RENTAL AGREEMENT FORM

No Reservations will be held without prior approval of this rental agreement form

Renter: _____
Name of Responsible Party: _____
Street Address: _____ City: _____ State: _____
Phone Number: _____ Cell Number: _____ Fax Number: _____
Alternate Phone Number: _____ Email Address: _____
Day(s) & Date(s) of Rental: _____ Anticipated Attendance: _____
Hours of Rental: From: _____ to _____ Type of Event: _____

The undersigned ("Renter") hereby accepts the general terms and conditions attached:

The Renter assumes full responsibility for any damage caused in connection with the event and for the actions of those who attend the event. If a corporation or entity is renting the facility, an officer or agent of the corporation or entity must be designated on the agreement as the person responsible for the rental; though doing so does not limit the liability of the corporation or entity for the rental or what occurs during the event.

The Renter assumes full responsibility for the appropriate conduct of all the group members and guests at the facility during rental hours. The Renter also assumes full responsibility for any loss, breakage, or damage caused to the facility, the facility contents, or to the grounds. The Township is not liable for any loss, damage, injury, or illness suffered during the use of the facility by the Renter or the guests. The Township is not responsible for any items that are left at the facility by the Renter or the guests.

The Renter agrees to defend, indemnify, and hold harmless the Township, its officers, agents, insurers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney fees which the Township, its officers, agents, or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Renter or guests. The Renter understands and agrees that this agreement shall be governed by the laws of the State of Pennsylvania.

GENERAL TERMS AND CONDITIONS

- Any facility breakdown, malfunction, or problem should be reported immediately to the Township at 717-632-0320.
- Keys are picked up during Township office hours (Monday – Friday 9:00 am – 3:00 pm). At the end of the event, lock external doors. **The key must be returned the next business day or leave the key in the designated key box receptacle.** There will be a \$25 fee if the township must open the doors because the renter failed to pick up a key. If a key is lost or reproduced, the applicant will be charged to reimburse the Township for the cost of re-keying all locks and replacing all keys.
- General Liability Insurance Coverage – West Manheim Township **may** require insurance coverage naming West Manheim Township as additional insured In the amount of \$_____ for the days of the intended use.
- Evening events must be completed by _____ p.m. and the Township building vacated by _____.
- The Township does not provide utensils, cups, plates, tables, chairs, etc.
- Parents are responsible for the behavior of their children. Please monitor their behavior at all times.
- Permission to use the Township building may be revoked at anytime due to misconduct of individuals, falsification of information, misuse of property or failure to comply with applicable rules and regulations.
- At the conclusion of the event, the responsible individual must see that all lights are turned off, the reserved area is cleaned and all leftover remaining food/decorations/trash items from the event is removed and placed in the trash receptacles. All outside litter must be picked up and removed from the premises.
- Neglecting to return the facility to its original condition will result in forfeiture of some or all of the security deposit. Additional charges that may be assessed as needed to reimburse the Township for maintenance, cleaning, repairs, etc. necessitated by the event. Any theft or unwarranted damage will be the financial responsibility of the individual/group renting the facility.
- All activities held primarily for children and/or teens (i.e. persons under the age of 18) must be attended by adult sponsors.

GENERAL TERMS AND CONDITIONS

- No alcoholic beverages are to be consumed in the Township building or on any Township property.
- The Township building is a smoke-free building, and smoking of any kind is prohibited in the Township building.
- No pets or animals shall be allowed in the building or on the premises with the exception of a guide-dog as a service animal for the disabled.
- Illegal drug use will not be tolerated. Persons using illegal drugs will be prosecuted to the full extent of the law.
- Decorations may not be affixed in any way that damages the building or ay furniture, fixtures or equipment in the Township building. No furniture, decorations or other items may be placed in such a way as to block the exits.
- Township furniture must not leave the building and shall not be given for use outside the Township building.
- Guests are prohibited from entering other Township rooms that have not been reserved.
- No open flames, sparklers or any fireworks are permitted on the grounds of the Township building or within the building itself.
- The renter is responsible for ensuring the posted occupancy limit is not exceeded at any time.

SAFETY AND SECURITY PROCEDURES

- Please point out emergency exits to group members at the beginning of your event.
- A first aid kit is located in the hallway next to the Fire extinguishers.
- If the building alarm is activated at any time your entire group must exit the building and remain outside until you are notified that it is safe to return (as advised by police, firefighters or Township staff). All bathrooms should be checked, to confirm that everyone has vacated the building before you inform Township staff that your group has exited. The group leader is responsible for confirming that all members attending the meeting are accounted for and have exited.
- Any extraordinary incidents, especially those involving safety and security issues must be reported to the Township. **In case of an emergency call 9-1-1.**

The undersigned certifies that he/she has read and understands the terms and conditions of the foregoing Rental Agreement and Release. If this Application and Release is made on behalf of an organization or a group, the undersigned certifies that he/she is authorized to sign this Application and Release of behalf of the organization or group, and to assume financial responsibility for damages to the Township building. The undersigned will in every respect comply with the terms and provisions of the Agreement, as well as the ordinance, rules and regulations of the Township, as well as with all applicable laws.

I the undersigned to hereby acknowledge, represent, and warrant that I have reviewed and read the above terms and provisions of this Agreement, that I understand them, and that I agree to abide by the terms and conditions.

Renter Signature

Date

CLOSING CHECKLIST

- _____ Tables and chairs are clean and arranged the way they were before the event
- _____ Bathrooms are clean
- _____ All decorations are removed
- _____ All leftover food and trash has been removed and placed in the trash receptacles provided
- _____ Trash receptacles have been emptied into the dumpsters
- _____ Key is returned into the drop-box or area designated by the township
- _____ External doors are locked
- _____ Building was inspected to be sure all occupants have exited the building and Township property
- _____ Other _____