



**RED LION BOROUGH**  
**Community Center Usage Agreement**

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between RED LION BOROUGH, a political subdivision with offices at 438 E Lancaster Street, Red Lion, Pennsylvania 17356 (the "Borough") and \_\_\_\_\_ (the "Lessee").

Borough hereby leases to Lessee and Lessee hereby leases from Borough on the terms and conditions herein set forth the facilities hereinafter described for the purpose and period specified below:

**Facility:**        **Community Center (190 S Charles Street)**

**Date of Use:**        \_\_\_\_\_

**Time of Use:**        \_\_\_\_\_

**Use Purpose:**        \_\_\_\_\_

**Price:**

☐ **\$400.00** (5hr includes set up and clean up)  
☐ **\$50.00** (Each additional hour)

**Additional hours:** \_\_\_\_\_ x **\$50** (each additional hour)

**Reservation Total: \$** \_\_\_\_\_

**Security Deposit:**   \$100.00  

*Security deposit due upon submission of this agreement. Reservations are not considered without security deposit. Security deposits will be returned when the building has been inspected after rental. Remaining amount is due 1 week before reservation date. Failure to make payment 1 week prior will result in cancellation of reservation and security deposit will not be returned.*

**Lessee Details:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_ (this is how you will be contacted for entry)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **TERMS AND CONDITIONS**

1. **RULES AND REGULATIONS**. The Lessee shall use and occupy the Facilities only in accordance with the Rules and Regulations of the Borough from time adopted and in effect. Lessee acknowledges the receipt of a copy of the Rules and Regulations prior to or upon the signing of this Agreement and agrees that said Rules and Regulations are incorporated herein by reference.
2. **DAMAGE TO FACILITIES**. Lessee agrees to assume responsibility and liability for any and all damages and loss to the Facilities occurring during Lessee's period of use and occupancy whether or not caused by Lessee, Lessee's agents, employees or invitees. In the event of damage or loss to the Facilities, Lessee agrees to repair, replace or restore any damaged or missing property. The Borough reserves the sole right to determine the need for any repairs, replacement or restoration and the cost of the same. The Borough's decision both as to necessity and cost shall be final.
3. **LIABILITY TO THIRD PARTIES**. Lessee agrees to assume responsibility and liability for personal injury or property damage sustained by person or persons in or upon the Facilities during Lessee's period of use and occupancy. Borough reserves the right, in its sole discretion, to require Lessee to provide public liability insurance during Lessee's period of use and occupancy naming Borough as an additional insured and with limits of at least \$500,000 for personal injury and \$50,000 for property damage.
4. **INDEMNIFICATION**. Lessee agrees to hold Borough harmless and indemnify it from and against any and all claims, demands, actions, costs and expenses (including reasonable attorney's fees) arising from or as a result of Lessee's use and occupancy of the Facilities.
5. **LAWFUL ORDER**. Lessee, for Lessee, Lessee's agents, employees and invitees, agrees to abide by and perform any lawful order issued to Lessee during any period of use and occupancy by an officer of the Borough. The Borough's officers authorized to issue a lawful order are: the Mayor, the Manager and any police officer of the Borough.
6. **CANCELLATION**. Borough reserves the right to cancel and terminate this Agreement at any time for cause shown occurring during or prior to any use or occupancy by Lessee. Cause for cancellation shall include, but not be limited to: (a) Lessee's failure or refusal to abide by the terms and conditions of this Agreement or the Rules and Regulations incorporated herein; (b) the making of false or misleading statements concerning Lessee's use of the Facilities; (c) Lessee's failure or refusal to pay on request any amount due Borough pursuant to this Agreement. In the event that Lessee shall cancel this Agreement for any reason prior to the use date, Lessee's deposit shall be forfeited. If such cancellation is within fourteen (14) days of the use date for any reason other than a state of emergency having been declared by the Governor of Pennsylvania or the Mayor of Red Lion Borough, Lessee shall in addition remain liable for and shall pay to Borough the full rental price specified above.
7. **SUPERVISION**. Lessee or Lessee's duly designated agent or employee shall be present in or upon the Facilities during any period of Lessee's use or occupancy and such person shall have responsibility for supervising any and all other persons in or upon the Facilities for compliance with this Agreement and the Rules and Regulations incorporated herein. Depending upon the type and or nature of the rental activity the borough may require the individual renting the hall to provide security that will satisfy the borough at the renters expense. Should the renter fail to agree to provide security, the contract shall be voided and ½ of deposit returned.
8. **ASSIGNMENT**. This Agreement may not be assigned by the Lessee.

IN WITNESS WHEREOF, this Agreement has been duly executed as of the day and year first above written.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Borough Representative Signature

\_\_\_\_\_  
*Borough Use Only*

Deposit Paid: \_\_\_\_\_

Amount Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Payment Type: \_\_\_\_\_

Payment Type: \_\_\_\_\_

## Community Building Rules and Regulations

- A security deposit of \$100.00 for each scheduled usage is to be paid at the time the contract is issued. This deposit is NOT subtracted from the rental fee. Security deposit will be returned providing no damage is discovered after inspection of the facilities.
- Any individual renting the facility must be at least 18 years of age and be able to show proof of age upon request. No individual or group shall be denied use of the facilities because of the race, color, religious creed, sex, national origin, handicap, or disability of any person participating in such use.
- Any group or individual renting the facilities who, through their activities, activates the fire alarm system and causes a false alarm of fire, will be assessed a fee of \$300. Smoke machines are strictly prohibited.
- NO ALCOHOLIC BEVERAGES WILL BE PERMITTED ON THE PREMISES.
- There is NO SMOKING OR VAPING anywhere inside the building.
- Decorations are not to be hung from ceiling tiles or by use of tacks in the paneling. Only removable poster tape will be permitted for use on decorations and must be removed immediately upon completion of event. Renter will be responsible for any damages that occur from use of improper materials.
- Facilities must be left exactly as found:
  - All tables and chairs must be cleaned thoroughly
  - Tables and chairs should be returned to the storage closet and placed in their proper racks.
  - All floors should be swept and mopped after every usage regardless of the activity. Brooms and mops are in the room located to the left of the kitchen.
  - All garbage and recycling should be placed in the proper receptacles outside of the kitchen. New garbage bags should be placed in the containers. Rest Rooms cleaned and trash emptied.
  - The kitchen should be cleaned and left as you found it or better.
  - Check to see that all doors and windows are locked, and all lights are turned off. Check bathroom lights to be sure they are turned off.
- Any violations of the above requirements that require Borough labor to resolve will result in the renter being billed at the rate of \$60.00 per hour per employee for the time spent restoring the building as outlined above. Violations would terminate or deny use of building facilities.
- Red Lion Borough shall not be responsible for theft or damage of any items left or stored on the premises by the renter.