

# CATAWISSA COMMUNITY CENTER RENTAL POLICY

## PURPOSE

The Catawissa Community Center is intended to serve the residents of the Borough of Catawissa and other non-residents as time allows by providing a public area for use for private parties, meeting, or other events, as well as activities open to the public.

## RESERVATIONS

Reservations to use the Community Center on specified dates must be made at the Borough Office, 307 Main St., Catawissa, PA 17820. **THE BOROUGH RESERVES THE RIGHT TO DENY ANY RENTAL.**

- Reservations will be made for Borough residents and non-residents on a first-come, first-served basis with the understanding that the Borough meetings have first priority.
- Reservations are not confirmed until deposits are made. There will be no exceptions to this policy.
- The required rental fee is due upon reservation of the Community Center. The security deposit is required thirty (30) days prior to the scheduled use date and must be made payable to the Borough of Catawissa.

## GENERAL POLICIES

- User understands it is their responsibility to obtain liability and property insurance. It is not the duty or responsibility of Catawissa Borough to insure the use of the facility.
- The renter(s) shall sign a rental agreement, agreeing to hold harmless, indemnify, and defend Catawissa Borough from any and all costs and expenses, including but not limited to attorney's fees, court costs, and other sums which may result from any claim or assertions of liability arising or alleged to have arisen out of their use of the Community Center.
- Use of the Community Center shall be subject to availability.
- Use of the Community Center may be denied based upon the past performance of the renter(s).
- The Community Center may be reserved for private parties or social function rentals (deemed a "Private Use") with payment of a refundable \$100.00 security deposit plus a non-refundable rental fee of \$100.00(plus tax) for Borough residents or \$200.00(plus tax) for non-Borough residents.
- Business events or fundraising events for non-profit organizations (deemed a "Business Event") will be charged a refundable security deposit of \$100.00 and a rental fee of \$100.00(plus tax) for Borough residents or \$200.00(plus tax) for non-Borough residents.
- Meetings and events related to Borough business or scheduled by non-profit organizations based in Catawissa Borough (deemed a "Community Sponsored Event") may schedule the Community Center at no charge. Meeting or events scheduled by a non-profit organization based outside of the Borough for non-fundraising purposes will be charged a refundable security deposit of \$100.00 only (no rental fee).
- The use and time periods indicated on the Community Center Rental Agreement must be strictly adhered to including set-up and clean up.
- The Borough employees will set the thermostats for heating and cooling to meet normal requirements.
- IN NO INSTANCE SHALL THE FACILITY CONTAIN MORE THAN 80 PEOPLE AT A TIME.
- IN NO INSTANCE SHALL THE CONSUMPTION OF ALCOHOLIC BEVERAGES BE PERMITTED ON THE PREMISES.
- THE FACILITIES OF THE BOROUGH OF CATAWISSA ARE SMOKE-FREE AND NO SMOKING IS PERMITTED INSIDE THE COMMUNITY CENTER.
- VIOLATION WILL RESULT IN THE LOSS OF THE SECURITY DEPOSIT.
- The renter(s) is responsible for the proper conduct of all persons present during the use of the facility. The renter(s) must be personally present at the facility at all times during the use of the facility.

- The renter(s) shall ensure that the Community Center is cleaned in its entirety and left in the same or better state as when first entered, before vacating the facility. **Garbage must be taken off of the premises by the renter(s). Do NOT leave garbage in the cans outside the Community Center, which belong to the Senior Center. A \$25.00 fee will be assessed for garbage not taken off the premises by the renter(s).**
- A walk-through inspection will be conducted by a Borough employee within two (2) business days of the use of the facility. Any additional cleaning or repairs required will be deducted from the security deposit, and any remaining amount will be charged to the renter(s).
- Rentals shall not include the set-up or takedown of tables and chairs. The renter(s) is solely responsible for these activities.
- **Items MAY NOT be taped, pinned, or attached in any manner to the walls, doorframes, woodwork, etc., unless a product from the Borough's approved list is used.** Renter(s) will remove all approved products from the premises before they leave. The following items are permitted to be used to hang decorations on the walls and should be considered on the Borough's approved product list:
  - Command™ Brand strips
  - Blue Tack, Fun-Tack, or any similar product that states it will not take the paint off walls.
- **Bicycles, skateboards, scooters, roller-skates, rollerblades, etc., shall not be used in any area inside the Community Center.**
- **Kicking or throwing balls is NOT permitted in any area inside the Community Center.**

#### **SECURITY DEPOSIT**

- For each facility use agreement, the renter(s) will be required to submit a refundable security deposit made payable to the Borough of Catawissa prior to the reservation date. The fee will be held until after the function when the Community Center has been inspected, its condition found to be the same as before the function took place, and the keys have been returned.

#### **CANCELLATION POLICY**

- Individuals or groups requesting cancellation of reservations for the Community Center rental must do so at least fifteen (15) days prior to the scheduled use date in order to allow sufficient time for others to schedule the Community Center. Notice of cancellation shall be made in person or in writing at the Borough of Catawissa office by the renter(s). If cancellation request is received less than fifteen (15) days prior to the scheduled use date, or if renter(s) fails to use the facility on the scheduled use date, the renter(s) will forfeit a portion of their rental fee for the scheduled use of the facility. Scale is as follows:
- If cancellation is made on the day of the scheduled event, renter will forfeit the entire amount of the rental fee (\$100 for Borough residents, \$200 for non-Borough residents \*plus tax);
- If cancellation is made between 1 and 7 days from the scheduled event, renter will forfeit  $\frac{3}{4}$  of the rental fee (\$75.00 for Borough residents, \$150.00 for non-Borough residents \*plus tax);
- If cancellation is made between 8 and 14 days from the scheduled event, renter will forfeit  $\frac{1}{2}$  of the rental fee (\$50.00 for Borough residents, \$100 for non-Borough residents \*plus tax).
- Exceptions to this policy may be made on a case-by-case basis in the event of a very severe weather or another unusual emergency. Any appeals can be made to Borough Council by attending their next regularly scheduled meeting. Borough Council meetings are held the first Monday after the first Thursday of every month at 6:30 pm at Borough Hall.

**SECTION 1:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

**Return Form To:**  
Catawissa Borough  
307 Main Street  
Catawissa, PA 17820  
PH: 570.356.2561

**SECTION 2: Describe Your Event:**

TITLE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_ (Note: All events must end by 10:00 p.m. and building vacated by 11:00 p.m.)

**SECTION 3: Which use best describes your reason for reserving the Catawissa Borough Community Center:**

\_\_\_\_\_ A) BUSINESS EVENT (INCLUDES NON-PROFITS FUND-RAISERS) - GO TO SECTION 4

\_\_\_\_\_ B) PRIVATE USE - (INCLUDES PARTIES) - SKIP TO SECTION 5

\_\_\_\_\_ C) COMMUNITY SPONSORED EVENT OR A NON-PROFIT MEETING - NO CHARGE (SKIP TO SECTION 6)

**SECTION 4:**

NAME OF BUSINESS: \_\_\_\_\_

CERTIFICATE OF INSURANCE (ATTACH)

**SECTION 5: RENTAL FEE PLUS SECURITY DEPOSIT**

DATE PAID: \_\_\_\_\_ cash \_\_\_\_\_ credit card \_\_\_\_\_ checks \_\_\_\_\_ Totaling: \_\_\_\_\_ \$206.00 or \_\_\_\_\_ \$259.00 (check amount);

\$100 rental fee\* (plus tax) for residents or \$200 (plus tax) for non-residents, plus \$100 security deposit, payable to

“Catawissa Borough.”

**AMOUNT THAT MAY BE REFUNDED AFTER FINAL INSPECTION: \$100.00**

\*Any check returned for insufficient funds will result in a \$35.00 service charge & cancellation of reservation.

**SECTION 6: SECURITY DEPOSIT ONLY**

DATE PAID: \_\_\_\_\_ \$100.00 (SECURITY DEPOSIT MAY BE WAIVED FOR ORGANIZATIONS BASED IN CATAWISSA)

**TERMS OF AGREEMENT**

User agrees to abide by the Borough’s rules and regulations listed on the Catawissa Community Center Rental Policy: ►Event must remain within the property of the Community Center grounds. ►Parking is on-street; handicapped parking spots behind the building. ►No excessive noise. ►No smoking or alcoholic beverages permitted inside the building or on building grounds. ►Return all tables and chairs to their original condition and location. ►Bag all trash and completely remove from the Community Center grounds. A **\$25.00 fee** will be assessed for any garbage not removed from the site. ►Sweep floors and return area to its original condition. ►Turn off all lights inside and out. ►Lock doors. ►Any damage to the Community Center inside or outside during event is the applicant’s responsibility.

User agrees to hold harmless, indemnify, and defend Catawissa Borough from any and all costs and expenses, including but not limited to attorney’s fees, court costs, and any other sums which may result from any claim or assertions of liability arising or alleged to have arisen out of their use of the Community Center. User understands it is their responsibility to obtain liability and property insurance. it is not the duty or responsibility of Catawissa Borough to insure the use of the facility.

**>>I have read and understand the Rental Policy and the Rental Agreement and Terms. I agree to abide by all guidelines and terms as set forth in both<<**

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CATAWISSA BORO REP SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**CATAWISSA BOROUGH USE ONLY:**

Borough Approved Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Pre-Inspection by Borough Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Final Inspection by Borough Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Security Deposit Returned Date: \_\_\_\_\_ Initials: \_\_\_\_\_