

North Fayette Community Center Party Room Rental Agreement

Date of Rental: _____

Hours of Rental: _____ am / pm to _____ am / pm Expected Attendance _____

Name: _____

Group/Event (if applicable): _____

Street Address: _____

City, State, Zip: _____

Home Telephone: _____ Cell: _____

Email _____

FEE SCHEDULE

Party Room Only*	Non-Resident	Resident	Member
Security Deposit	\$50.00	\$50.00	\$50.00
Party Room Only	\$55.00/hour	\$45.00/hour	\$40.00/hour

Party Room Package with 1/2 Gym* <small>(Party package is not available for online reservation-please visit Community Center to reserve)</small>	Non-Resident	Resident	Member
Security Deposit	\$125.00	\$125.00	\$125.00
2 hours	\$180.00/party	\$120.00/party	\$100.00/party
3 hours	\$270.00/party	\$180.00/party	\$150.00/party
4 hours	\$360.00/party	\$240.00/party	\$200.00/party

***Set up time is not included. Please rent set up time accordingly.**

I, the undersigned applicant, agree to abide and enforce the rules, regulations, and policies governing this facility, as set forth by North Fayette Township. I understand that by signing this document, I accept all responsibility for any damages to premises, furniture, equipment, or grounds resulting from use of the facility. I further agree that any violation of the facility rules and regulations, which I have read, can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Signature

Date

Printed Name

Return completed agreement along with fee, deposit,
and copy of renter's driver's license to:
North Fayette Community Center, 580 Donaldson Road, Oakdale, PA 15071
724-307-3725 www.north-fayette.com

North Fayette Community Center Party Room Rental Agreement

General Rules:

Rental applications will be accepted from adults 21 years or older.

A valid driver's license or identification is required with rental application.

The building is a non-smoking facility.

A smoking receptacle is available outside the main entrance.

No open flames are permitted, other than sterno fuel burners.

Video surveillance security cameras are in operation in the Community Center.

Attendance is limited by the capacity of the rooms as established by the Building Code Inspector.

All renters and guests are to remain in the rented area and restrooms.

Use of the fitness area, walking track, and indoor playground is **not** permitted by guests.

Use of the gym is only included with a party package rental.

Children must be under direct adult supervision at all times.

No animals (with the exception of service animals) are permitted in the center.

Community Center staff will set up tables and chairs prior to event.

Rental request times – Monday-Friday 7:00am-10:00pm, Saturday 8:00am-10:00pm, Sunday 12pm-7:00pm

Rental Time:

Renter will be NOT be provided with set up time and should rent accordingly.

Additional rental time is available in one-hour increments.

Renter will receive thirty minutes only following rental time for clean up.

The room must be vacated thirty minutes after rental time.

Guests must vacate room at end of rental time.

For any time used after the allotted thirty minutes for clean up, renter will be charged for time at the hourly rate in half-hour increments. The charge may be deducted from the security deposit.

Payment and Refund:

Deposit must be paid in full to secure reservation.

Reservations are taken on a first-come basis.

Full cost of rental is due 45 days prior to reserved date.

Security Deposit (in check form) will be submitted to bank for processing at time of reservation. Following event, with a satisfactory inspection, a refund will be issued in the form of a check from North Fayette Township.

Renter's Initials

North Fayette Community Center Party Room Rental Agreement

Cancellation policy:

Rental fee is refundable if cancelled more than 14 days prior to rental date.

Security deposit is refundable if cancelled more than 30 days prior to rental date.

Alcohol Use:

Alcohol is **not** permitted in the Party Room.

Decorations:

Renter to provide table covers.

Confetti and glitter are not permitted in the center.

Decorations may not be hung from the ceiling.

Masking tape, scotch tape, Command strips, hooks or pins are not permitted to be used on the walls.

Decorations may be taped to the windows.

Clean up:

Renter responsible for all clean up including collection of all trash, removal of decorations.

Renter is responsible to leave all facility rental rooms as found.

A room inspection will be completed with renter prior to event and following the event to check for damages.

General Information:

Party Room rentals permitted until 10:00pm on Fridays and Saturdays, and until 7:00pm on Sundays.

Full room dimensions – 40'x30'

Full party room seats 60 people.

Counter and sink available on both sides of the room.

Maximum occupancy is 80 people.

Rectangular tables – 8-foot tables and 6-foot tables available.

A wheeled cart is available to bring party supplies into building.

A kitchen/refrigerator/microwave are not available with the Party Room.

Renter's Initials

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The applicant shall be responsible for all damage and destruction to or theft of Community Center property. The applicant will reimburse the Township for such damage, destruction or theft at the replacement cost of item(s). The security deposit will be applied to the amount of damage. If the amount exceeds the deposit, the Township reserves the right to bill the applicant for the balance of the cost.

Failure to comply with the above rules and regulations may result in forfeiture of the security deposit. I understand that my security deposit will be used to cover any damage done to the premises. If damages exceed the amount of my security deposit, I will pay any additional fees incurred.

Signature

Date

Printed Name

Room set up request:

rectangular tables needed for seating _____ #chairs needed per table _____

rectangular tables needed for gifts/food _____

Sign on placard to read: _____

Special instructions for set up: _____