



BOROUGH OF LEMOYNE
510 HERMAN AVENUE LEMOYNE, PA. 17043
(717) 737-6843

REQUEST / AUTHORIZATION FOR USE OF THE BOROUGH COMMUNITY ROOM

Date(s) requested _____ Day of the week: _____

Time: _____ am/pm to _____ am/pm # of Hours _____

Contact Name: _____

Organization: _____

_____ Lemoyne Resident _____ Non-Resident

Address: _____

Telephone Number: _____

Type of Function: _____

Number of people attending: _____

Other comments or arrangements: _____

I agree to pay, in advance, as a **resident**, the rental fee for use of the Lemoyne Borough Community Room at \$20.00 per hour for up to three (3) hours, \$50.00 for up to four (4) hours, and \$100.00 for up to eight (8). I agree to pay, in advance, as a **non-resident**, the rental fee for use of the Lemoyne Borough Community Room at \$40.00 per hour for up to three (3) hours, \$100.00 for up to four (4) hours, and \$200.00 for up to eight (8). The use of the kitchen is included in the fee. I agree, whether resident or non-resident to pay a \$100.00 **Security Deposit** which will be returned to the renter after inspection of the Community Room. I understand that I am totally liable and responsible for any and all damages, thefts, etc. incurred to the building and/or its contents. I also understand that I am totally liable and responsible for the well being of all persons involved either directly or indirectly with the requested function. I understand that I am responsible for returning the Community Room and any other part of the building utilized to the clean and orderly condition it was in prior to my rental. I will pay for any and all damages. I have also read and understand the Borough of Lemoyne Guidelines for Use of the Community Room. All fees are non-refundable. However, if the event the Renter had rented the Community Room for is cancelled due to severe weather or some other Act of God the renter may reschedule the event for no additional fee. I hereby agree to abide by all the rules and regulations set forth therein.

Signature of responsible renting party: _____ Date: _____

Name if different than contact person: _____

BOROUGH USE ONLY

Manager's Approval _____ **Date:** _____

Payment Amount _____ **Received** _____ **Cash** _____ **Check** _____

Security Amount _____ **Received** _____ **Cash** _____ **Check** _____



THE FOLLOWING RULES AND REGULATIONS HAVE BEEN ADOPTED BY THE BOROUGH OF LEMOYNE TO GUIDE INDIVIDUALS AND/OR GROUPS IN THE USE OF THE COMMUNITY ROOM.

- 1. The Community Room may be rented for conferences, private parties, wedding receptions, etc., if approved by the Manager. The rules and regulations are listed below.**

- 2. Rules and Regulations:**
 - A. All meeting dates should be scheduled at least thirty (30) days in advance on an application supplied by the Borough.**
 - B. All groups using the Community Room will be finished by 11:00pm.**
 - C. Borough property may not be removed from the building at any time.**
 - D. The public address system may only be used with prior authorization of the Borough Manager.**
 - E. Alcoholic beverages are NOT permitted on the premises.**
 - F. Tobacco products WILL NOT be used in the building or on the property.**
 - G. Loud noise, music and dancing are NOT permitted.**
 - H. No nails, screws, scotch tape, wire, etc. can be used to place decorations, signs or banners in any part or any wall or ceiling of the building.**
 - I. All refuse must be placed in plastic bags provided by the user and placed in the dumpster at the rear of the building.**
 - J. User will provide dishes, eating utensils, tablecloths, napkins, etc.**
 - K. The Community Room will be returned to a clean, orderly condition. All chairs, tables, etc., will be returned to their proper places.**
 - L. Thermostats are set and will not be tampered with.**
 - M. Please return the room to the condition that it was, when you came in.**

- 3. In the event of multiple requests for the same date and time, the following priority will prevail:**
 - A. Borough Council and other official Boards, Committees and Commissions of the Borough of Lemoyne Borough.**
 - B. Other government agencies.**
 - C. Authorized groups and/or organizations based in the Borough of Lemoyne.**
 - D. Other individuals, groups and/or organizations.**



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4. Capacity of the Community Room:

- A. Maximum capacity is one hundred and fifty (150) people.

5. Access to the Community Room:

- A. When the Community Room is reserved for evening or weekend use, the police should be contacted at least one-half hour in advance to unlock the door. They will also be contacted to lock the door prior to your departure. The West Shore Regional Police Department telephone number is 238-9676.

6. Insurance

- A. Organized groups must furnish a Certificate of Liability Insurance in the amount of \$500,000, naming the Borough of Lemoynne as an additional insured. The Manager has the right to waive this requirement.
- B. The renting party, by executing the rental contract, shall agree to indemnify and hold harmless Lemoynne Borough, its agents, servants, employees, and officers from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities.

The Borough of Lemoynne reserves the right to reject or revoke any application or amend these rules and regulations at any time.

Effective: October 1, 2009

I HEREBY AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS SET FORTH ABOVE.

Signature of Responsible Renting Party: _____ Date: _____