



**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: \_\_\_\_\_ Today's Date \_\_\_\_\_

Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm # of Hours \_\_\_\_\_

Requestor: \_\_\_\_\_ Lemoyne Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

Organization: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**ROOM CAPACITY: 150 PEOPLE**

Type of Function: \_\_\_\_\_

Number of people attending \_\_\_\_\_

Other comments or arrangements: \_\_\_\_\_

Agreement: The Requestor agrees to pay, in advance, one of the following fees: [per Resolution 2011-16]

	<u>RESIDENT OF LEMOYNE</u>		<u>NON-RESIDENT OF LEMOYNE</u>	
	Private Entity	Non-Profit Entity	Private Entity	Non-Profit Entity
<b><u>Monday thru Thursday:</u></b>				
8:00 am thru 4:00 pm	\$100.00	\$5.00/hr	\$200.00	\$10.00/hr
4:00 pm thru 11:00 pm	\$100.00	\$5.00/hr	\$200.00	\$10.00/hr
<b><u>Friday thru Sunday:</u></b>				
11:00 am thru 11:00 pm	\$125.00	\$5.00/hr	\$250.00	\$10.00/hr
MINIMUM FEE		\$25.00		\$50.00

The following entities are exempted from this fee: West Shore Recreation Commission, West Shore Bureau of Fire, West Shore Regional Police Department, and State government agencies. Non-Profit entities may make in-kind donations of supplies and/or services that would be equivalent in value to the rental fees if approved by the Borough Manager.

**A 30 day calendar notice is required if canceling your event in order for rental fees to be refunded. However, if the event is canceled due to severe weather or some other Act of Nature, the event may be rescheduled for no additional fee. A PHOTO IDENTIFICATION DOCUMENT WITH A RECENT PHOTOGRAPH IS REQUIRED FOR APPROVAL.**

I agree, whether resident or non-resident, to pay a **\$100.00 CASH Security Deposit** which will be returned to the renter after inspection of the Community Room and the key is returned. 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 lock the exterior door of the building when I am finished, and I will return the key to the Borough. I have also read and understand the Borough of Lemoyne Rules and Regulations for use of the Community Room and agree to abide by them.

REQUESTOR'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

Borough Staff Approval \_\_\_\_\_ Date: \_\_\_\_\_

Payment Amount \_\_\_\_\_ Received \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ CC \_\_\_\_\_

Security Deposit: \$100.00 Received \_\_\_\_\_ Cash \_\_\_\_\_



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Key Number issued: \_\_\_\_\_ Key Returned on: \_\_\_\_\_ Sec Deposit Returned on: \_\_\_\_\_ Sec Dep Received by: \_\_\_\_\_

The Community Room may be rented for conferences, meetings, private parties, wedding receptions, etc., if approved by the Manager. The Rules and Regulations for Requestors and all users of the Community Room are listed below.

- A. All requests for use of the Community Room should be made at least thirty (30) days in advance using the reservation form supplied by the Borough.
- B. All activities and functions must be finished by 11:00 pm.
- C. Borough property may not be removed from the building at any time.
- D. The public address system may only be used with prior instruction by Borough staff.
- E. Alcoholic beverages are **NOT** permitted on the premises.
- F. Tobacco products **WILL NOT** be used in the building or on the property.
- G. It is unlawful for any person to carry or discharge any gun, air gun, pistol or fireworks.
- H. Music and dancing are permitted. Noise levels should not disturb neighbors.
- I. No nails, screws, scotch tape, wire, etc. can be used to place decorations, signs or banners in any part of the building or any wall or ceiling of the building.
- J. All trash must be placed in plastic bags provided by the user and placed in the dumpster located in the parking lot at the rear of the building. A recycling bin has been provided for your convenience and will be taken care of by the Borough Maintenance Department.
- K. The use of the kitchen is included as part of the Rental Fee. Users must provide their own dishes, eating utensils, tablecloths, napkins, etc. The kitchen must be returned to a clean, orderly condition. Do not leave food in the refrigerator or freezer.
- L. Thermostats are set and must not be tampered with.
- M. Capacity of the Room is one hundred fifty (150) people and should not be exceeded.
- N. The Community Room must be returned to a clean, orderly condition. All chairs, tables, etc., must be returned to their proper places. Some or all of the Security Deposit may be forfeited if the room has not been cleaned properly, if equipment is missing or damaged, or if the building interior and furnishings have been damaged.
- O. Renters and Users should check the condition of the room, equipment, and furnishings when they enter the building and the Community Room. If the room is not in a clean and orderly condition, or if equipment appears missing or damaged, or if the building interior and furnishings have been



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damaged, the Requestor must contact the West Shore Regional Police Department by calling **717-737-8734** and file a Police Report. Failure to do so will make the Renter or User liable for cleanup, damages, and/or missing equipment.



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In the event of multiple requests for a reservation at the same date and time, the following priority will prevail:

1. Borough Council and other official Boards, Committees and Commissions of the Borough of Lemoyne;
2. Other government agencies;
3. Authorized groups and/or organizations based in the Borough of Lemoyne;
4. Other individuals, groups and/or organizations.

**Evening and Weekend Access to the Community Room**

1. The Requestor may pick up the key within two business days of the scheduled event. This key will open the exterior door that is accessed by the parking lot at the rear of the building, the equipment closet, and the kitchen. THE REQUESTOR MUST USE THIS KEY TO LOCK AND SECURE THE BUILDING WHEN HE/SHE LEAVES. FAILURE TO DO SO WILL MAKE THE RENTER OR USER LIABLE FOR ANY DAMAGES TO THE BUILDING AND/OR ANY MISSING EQUIPMENT.
2. The Requestor may return the key to the Borough Administrative Office during regular business hours or the key may be deposited in the mail box located by the main entrance to the building. However, the requestor must pick up the Security Deposit at the Borough Office. THE BOROUGH WILL RETAIN THE SECURITY DEPOSIT IF THE KEY IS NOT RETURNED TO THE BOROUGH OFFICE WITHIN FIVE BUSINESS DAYS.

**Insurance**

The Borough Manager has the right to require organized incorporated groups to furnish a Certificate of Liability Insurance in the amount of \$500,000 naming the Borough of Lemoyne as an additional insured.

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

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

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Requestor and renting party, by executing this rental contract, agrees to indemnify and hold harmless Lemoyne Borough, its agent's, employees, and Executive Officers from and against any and all claims, damages, losses, and expenses, including attorney's fees, resulting from the Requestor's use of the facilities.