

# 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

<b>Party Room</b>	<b>Non-Resident</b>	<b>Resident</b>	<b>Member</b>
Half Room	\$45.00/hour	\$35.00/hour	\$31.50/hour
Full Room	\$60.00/hour	\$50.00/hour	\$45.00/hour
Security Deposit	\$50	\$50	\$50
<b>Party Package –</b> 2 hours, includes full Party Room plus 1/2 Gymnasium rental (Party package is not available for online reservation-please visit Community Center)	\$200/party	\$150/party	\$125/party
Security Deposit	\$125	\$125	\$125

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, signed Rules and Regulations,  
and copy of renter's driver's license to:  
North Fayette Community Center, 580 Donaldson Road, Oakdale, PA 15071

# North Fayette Community Center Rules and Regulations for Party Room Rental

## 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.
- Open flames are not 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 Time:

- Renter will be provided with one hour prior to rental time for set up and thirty minutes after the event for clean up.
- Guests of the party should vacate premises at conclusion of rental time.
- The room must be vacated thirty minutes after 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.
- Deposit (in check form) will be submitted to bank. Following event, with a satisfactory inspection, a refund will be issued in the form of a check from North Fayette Township.

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Renter's Initials

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:

Confetti and glitter are not permitted in the center.

Nothing may be hung from the ceiling.

No masking tape, scotch tape, Command strips, hooks or pins are permitted 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:

Full room dimensions – 40'x30'

Half room dimensions – 20'x30'

Full party room seats 60 people.

Half party room seats 30 people.

Counter and sink available on each side of room.

Maximum occupancy is 80 people.

Rectangular tables – 30x95 inch, 10 available

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

A kitchen is not available with the party room.

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Renter's Initials

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.

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

**Room set up request**

# rectangular tables \_\_\_\_\_

Sign on placard to read: \_\_\_\_\_

Special instructions for set up: \_\_\_\_\_

Room Layout:

