

LOWER ALLEN TOWNSHIP COMMUNITY PARK Barn Facility

RULES AND REGULATIONS

1. RENTAL POLICY

- a. **Upon booking the facility all security deposits MUST BE SUBMITTED with the rental application.** This will secure the date of your event. The rental fee must be paid at least two (2) months prior to the rental date. If reservation of the facility is less than two (2) months away, all deposits and rental fees are due at the time the application is submitted. **The Representative listed on the rental application form, MUST be in attendance at the event. No pets please.**

2. SECURITY DEPOSIT (\$)

- a. A **\$100.00** refundable security deposit is required when using the Barn Facility by all groups or individuals. This deposit will be returned contingent upon a satisfactory inspection of the facility, after the event.
- b. **An additional \$100.00 security deposit is required for events when ALCOHOLIC BEVERAGES will be served.** Alcoholic beverages are only permitted to be consumed in the area of the Barn facility, with a Security Guard on the premises. The Township schedules the Security Guard, at the rate of \$12.00 per hour. The Security Guard fee will be deducted from your security deposit. **The Security Guard will arrive at the designated time, and will leave following the last person who is responsible for closing the facility.**
- c. A refund check will be forwarded to you 2-3 weeks after your event, pending inspection.

3. SECURITY DEPOSIT REFUND

- a. The Security Deposit will NOT be refunded to the applicant if any of the following conditions occur:
 - (1) Damage occurs to the facility during the time of the event as determined by the Township Manager, Park Superintendent or the designated employee.
 - (2) The Barn Facility is not returned to the condition it was found, prior to your event. Additional costs may be assessed if repair or replacement exceeds the security deposit.
 - (3) **If The Barn Facility/Park is not vacated by 11:00PM**

4. REQUIRED CLEAN-UP

- a. In order to receive the **FULL SECURITY DEPOSIT** return the following clean up must be completed.
 - (1) **All trash, garbage, and paper must be removed from the facility,** including the rest rooms used for the event. The Township supplies trash cans and liners. The dumpster for regular trash; as well as the appropriate recycling containers are located outside the facility. **NO REGULAR TRASH IS TO BE PUT IN THE RECYCLE CONTAINERS. All or a portion of the Security Deposit will be with held if this is not completed.**
 - (2) All tables and chairs must be put back in the appropriate closet. **PLEASE REMEMBER TO PICK UP THE TABLES,** do not scrape along the flooring. **All or a portion of the Security Deposit will be with held if this is not completed.**

(3) Sweeping of the event area is required, if needed. There are brooms and dustpans located on each level of the Barn Facility. **SHOULD THE FACILITY NOT BE LEFT IN A CLEAN CONDITION, ALL OR A PORTION OF THE SECURITY DEPOSIT WILL BE WITH HELD.**

5. DECORATIONS

- a. **YOU MAY ONLY DECORATE THE DAY OF YOUR EVENT.** All decorations must be approved by the designated Township Employee; Park Superintendent or Township Manager.
- b. All decorations must be removed IMMEDIATELY after the event. No decorations should be attached to the ceilings or walls. Only masking tape may be used to put up signs or other approved decorations. **ABSOLUTELY NO GLITTER OR CONFETTI CAN BE USED.** All or a portion of the Security Deposit will be with held if these rules are not followed.

6. CANCELLATIONS

- a. ALL rental fees and security deposits will be refunded for reservations cancelled at least 3 weeks (15-21 days or more) prior to a scheduled event.
- b. A 50% refund of fees and deposits will be given for reservations cancelled between (8 and 14 days) prior to a scheduled event.
- c. **NO** refund of fees or security deposits will be given for reservations cancelled (7 days) or less prior to a scheduled event EXCEPT in emergency situations with the approval of Township Manager or Park Superintendent.

7. KEY PICK UP AND RETURN

- a. The key to the Barn Facility may be picked up during the week of the event, between 8:00am – 4:00pm Monday – Friday at the Township Municipal Services Center, 2233 Gettysburg Road, Camp Hill, PA **There will be a \$25.00 fee for failure to pick-up the key prior to your event.** You may follow the procedures posted at the Barn Facility to obtain a key, if this should happen.
- b. The key must be returned to the Municipal Services Center, 2233 Gettysburg Road, Camp Hill, PA within two business days following your event. For your convenience there is a gray business drop off box located outside the Administrative Entrance. **The Security Deposit will not be returned until the facility key is returned to the Lower Allen Township Building.**

Any person/persons violating any of the Rules and Regulations may be asked to leave the Township property by the Township Police or other Township Designated Employee in charge.

I understand as the Representative I am responsible for adherence to these rules and regulations; and the condition of the Barn Facility and any damages to it. I have read and understand the rules and regulations governing the use of the “Barn” at the Lower Allen Community Park and I agree to comply with all the requirements as stated. I agree to assume all responsibility for any damages incurred beyond normal wear and tear and also assume all liability for personal damages or injuries incurred through use of the facility and relieve Lower Allen Township and its officials of any responsibility for such activities.

AUTHORIZED SIGNATURE _____ DATE _____