

# Boggs Township/Centre County Community Building Rental Agreement

## RENTAL FEE

A rental fee of \$100.00 per day is due and payable at the time of reservation. Cash, Check or Money Order made payable to Boggs Township, Centre Co are acceptable forms of payment. Checks returned from the bank for insufficient funds or failure to remit the rental fee may result in termination of your rental privileges. A full refund of the rental fee shall be returned to the renter if more than 48 hours notice is given of rental cancellation.

## RENTAL DAY

The Community Building will not be opened any earlier than 5:00pm of the day preceding your rental day, provided the building is not rented to another party that day. Requests to open the Community Center before 5:00pm preceding your rental day will result in being charged for 2 full rental days. The Caretaker will open the building by 7:00am on the rental day and close the building at 11:00on the rental day. No keys will be provided to the community building.

## USE

Renter agrees to use the Community Center only for lawful and non-disturbing activities. In the event Boggs Township deems any activity to be disturbing or unlawful, Boggs Township reserves the right to terminate this Rental Agreement and have Renter removed from the premises. Renter shall not use the Community Center for any dangerous activities, or conduct any dangerous activities on the premises. **NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PREMISES AT ANY TIME.** Penalty: Automatic termination of Rental privileges and possible criminal charges.

## SUPPLIES

**Chairs & Tables** - Chairs and tables are to **remain inside the Building at all times.** Only picnic tables may be used on the porch area.

**Paper Supplies** - Paper towels, toilet paper, dish detergent, liquid bathroom soap and garbage bags are supplied by Boggs Township. These items are the property of the Boggs Township and are not to be removed from the premises other than for ordinary use.

**Dish Towels** – Renters may use the Dish Towels. Used dish towels must be washed and returned to the Township Office within 5 days of the rental date.

**Kitchen Equipment** – Renters may use all items in the kitchen; please clean and return to original location of all items used.

**Heat and Hot Water** – Renters are not to touch any temperatures settings in the Community Center.

**NO DECORATIONS ARE TO BE HUNG FROM THE WALLS, CEILINGS, LIGHTS OR FIXTURES AT ANY TIME.**

## CLEAN-UP

**ALL GARBAGE MUST BE REMOVED WHEN YOU LEAVE. ALL FLOORS MUST BE SWEEPED. CLEAN UP ALL SPILLS IMMEDIATELY. ALL TABLES AND CHAIRS ARE TO BE PLACED IN THEIR ORIGINAL PLACES BEFORE YOU LEAVE.**

## MISSING OR LOST ITEMS

Boggs Township shall conduct a final inspection of the Community Center upon completion of you rental day(s). It will be the Renter's responsibility to replace or repair any damaged or missing items (or pay the cost of replacement or repair) immediately upon notification from Boggs Township.

## ACCIDENTS

The Renter must notify the Boggs Township Secretary-Treasurer, at 814-355-3301, within 48 hours of any accident or injury incurred at the Boggs Township Community Center during your rental use. Renter agrees to provide such information and complete any documents as may reasonably be requested by Boggs Township regarding any accident or injury.

## UNDERSTANDING

The Renter understands that reservation of a rental day(s) does not guarantee availability of the Community Center. Occurrences beyond the control of Boggs Township, such as fire, flood, etc., may happen to render the Community Center unavailable. If the Community Center is unavailable on the reserved rental day for any reason, Boggs Township will return any rental fee paid by the Renter, and this will be the entire liability of Boggs Township. Except for return of the rental fee, the Renter agrees to hold harmless and fully indemnify Boggs Township from and against any and all damages, claims, demands, judgments, expenses (including but not limited to reasonable attorneys fees) and injuries arising from or in any way related to Renter's reservation and/or use of the Community Center.

This Rental Agreement is not assignable by the Renter. If the Renter is an organization other than a natural person, the undersigned acknowledges that he/she is authorized to sign this Rental Agreement on behalf of the Renter. I have read the above Rental Agreement and understand my responsibilities as a Renter.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Rental Date

\_\_\_\_\_

Day of the week

\_\_\_\_\_  
Renter - Signature

\_\_\_\_\_  
Renter – Printed Name

\_\_\_\_\_  
Renter – Phone Number

Called \_\_\_\_/\_\_\_\_/\_\_\_\_ Check# \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount \$ \_\_\_\_\_