

REQUEST FOR USE OF FACILITIES

SHADY GROVE COMMUNITY CENTER

Mailing Address: P.O. Box 29

Shady Grove, PA 17256

Booking Agent: 717-597-1156

Community Center Phone: 717-597-4602

Date of Application: _____

YOUR RENTAL DATE WILL NOT BE HELD ON THE CALENDAR UNTIL YOUR APPLICATION AND SECURITY DEPOSIT HAVE BEEN RECEIVED.

Name of Group, Individual, or Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (_____) _____

Date(s) of Event(s): _____

Approximate Time Entering Building: _____ Approximate Time Leaving Building: _____

Will access to the building be required before the date of the event? YES NO

Contact Person or Persons:

Name: _____

Address: _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Name: _____

Address: _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Person or Persons Responsible at the Function: _____

Please state briefly the purpose of your meeting and/or your intended use of the facility.

Number in Group: _____ Number of Tables Needed: _____ Number of Chairs Needed: _____

Will you require a PA system? ___Yes ___No (We have an older system with one microphone.)

Will you be using our outdoor facilities? ___Yes ___No Which facilities _____

To reserve the use of or to prevent others from using the pavilion during your event submit "Request for Use of Shady Grove Community Center Pavilion" application and appropriate fees.

Will the use of the kitchen facilities be required? ___Yes ___No. Please note that the auditorium is equipped with one refrigerator with a freezer. Any food items left behind will become community center property after one week from your rental date and be subject for disposal.

Signature of Authorized Person(s)

Date

Please Print Name

Page 1 of 2. Please also print and sign page two. Thank you

**RULES, REGULATIONS, AND FEES FOR USE OF
SHADY GROVE COMMUNITY CENTER FACILITIES**

Prices Effective January 1, 2018

1. A request for permission to use the Shady Grove Community Center facilities shall be made through the submission of a *Request for Use of Facilities* and a \$50.00 security deposit (An additional \$100 damage deposit is required for teenage/youth parties. Pending there is no property damage committed, this amount will be refunded following your event.).
2. **There will be no alcoholic beverages or use of drugs allowed anywhere on the property.**
Exception: A champagne toast is allowed for wedding receptions or other appropriate events.
3. **No tobacco products are allowed in the facility.** Smoking is permitted outside of the facility.
4. **Attachments and decorations of any kind are not permitted on the walls or ceilings.** Writing or marking of any kind on chairs, tables, or walls is not allowed. There will be no exceptions to this rule!
5. All trash should be tied in garbage bags and disposed in the green dumpster located on the parking area. Please use the designated trashcans to recycle aluminum cans.
6. Kitchen equipment, utensils, etc. should be cleaned and returned to their proper place after usage. Used dishtowels should be left laying by the sink for the community center staff to clean. The **stove must be cleaned** including the ovens as well as the burners.
7. Tables and Chairs should be returned to the racks after usage. Brooms, dry mops and a wet mop have been provided in the hallways leading to the bathrooms.
8. All lights and water, including those in restrooms, must be turned off before leaving the building.
9. Heating and air conditioning controls are pre-set. The storage room is off limits.
10. DJ services and dancing are permissible. No rice, confetti, or birdseed may be thrown on the property.
11. Adult supervision is absolutely required when children and youth are anywhere inside the facility.
12. No roller blades, skateboards, "wheelies", or shoes with cleats are allowed anywhere inside the facility.
13. Sitting on tables is not allowed. Candy, gum, and soda must be placed in the appropriate containers.
14. Any property damage found upon completion of your rental will be evaluated and monetarily assessed. No parking permitted on the infield or outfield of the ball fields. The Association committee will determine whether the persons responsible at the function will be held liable to pay for the damaged property.

The following fees shall be charged for the use of the facilities:

- A. Rates: After 5 p.m., Weekends, Holidays and Christmas holidays from December 22 through Jan 1.
 - (1) Auditorium Room \$175.00
 - (2) Auditorium Room and Kitchen together \$225.00
 - (3) Rental of Auditorium Room up to 4 hours \$110.00
The 5th hour will be Thirty Dollars (\$30.00) additional.
More than 6 hours, rates in (1) and (2) will apply.
 - (4) Kitchen only \$110.00
- B. Weekday Rates before 5 p.m. and non-holidays
 - (1) Auditorium Room \$ 90.00
 - (2) Auditorium Room and Kitchen together (Lunch) \$110.00
 - (3) Kitchen Only \$80.00
- C. Back Porch Area (Less than 6 hours = \$80.00) More than 6 Hours = \$110.00
- D. **Cancellation Fee/Security Deposit** \$ 50.00
- E. **Returned Check Fee** (Non-sufficient Funds or cancelled check) \$ 50.00
- F. Advertising on road sign up to one month \$ 30.00
- G. Public auction, up to 3 consecutive days (Additional days @ \$90 each) \$300.00
Use of kitchen by outside group for auction food stand \$30.00
- H. Table and Chair Rental when transported to another location \$ 80.00
(Individual tables—\$5.00 each and Chairs—\$1.00 each if amount is less than \$80.00)
- I. Funeral expense for Shady Grove residents only. (Others full price) \$ 50.00

Fees are to be paid to the **Shady Grove Improvement Association** (cash or check) and mailed with this request form to: Sherry Miles, P.O. Box 29, Shady Grove, PA 17256. The remaining balance is due on the day of the event.

If the event is cancelled within 30 days of scheduled date, a \$50.00 cancellation fee will be charged.

I/We agree to comply with the above-mentioned rules, regulations and rental fees.

Signature of Authorized Person

Date