

# **NEW FREEDOM COMMUNITY CENTER RENTAL APPLICATION**

Applicant/Representative \_\_\_\_\_  
 Organization Name \_\_\_\_\_  
 Contact Name, Address \_\_\_\_\_  
 Telephone Numbers: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date Desired \_\_\_\_\_  
 Hours the facility will be used: \_\_\_\_\_  
 Hours of Event \_\_\_\_\_  
 Will alcoholic beverages be on premises: ( ) Yes ( ) No (**see rule #6 if yes**)  
 Type of Event: (wedding, auction, bingo, etc.) \_\_\_\_\_

Cater Name and Contact No# \_\_\_\_\_

<u>Room</u>	<u>Rental Fee (Per Day)</u>
( ) Auditorium Mon. thru Thurs.	\$350.00
( ) Auditorium Fri. thru Sun.	\$650.00
( ) Auditorium Security Deposit	\$200.00
<b><u>\$175.00</u> (Cleaning) <u>\$25.00</u> (Access Card)</b>	
( ) Hourly Rate (Auditorium) – 3 hr. max.	\$ 30.00
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( ) Lion's Room	\$250.00
( ) Lion's Room Security Deposit	\$100.00
<b><u>\$75.00</u> (Cleaning) <u>\$25.00</u> (Access Card)</b>	
( ) Hourly Rate (Lions Room) – 3hr. max.	\$ 25.00

Total Due \$ \_\_\_\_\_

***FULL FEE REQUIRED WITH CONTRACT SUBMISSION to secure date. Please call for availability.***

I have read the Rules and Regulations, Cancellation Policy and Liability Statement pertaining to this rental and use of the Community Center and its facilities. I agree to abide by the rules as stated. Further, I agree to be personally responsible for all rental fees and any damages which may occur during or as a result of this rental. I agree that the sponsoring organization is responsible for all personal and implied liability during the rental period.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Approval is hereby granted for the above-described facilities for the date and purpose listed.

BOROUGH REPRESENTATIVE \_\_\_\_\_ DATE \_\_\_\_\_

**A PHONE CALL TO THE BOROUGH OFFICE IS REQUIRED AT LEAST 5 DAYS BEFORE THE EVENT TO VERIFY ALL DETAILS OF YOUR RENTAL AND ARRANGE TO PICK UP KEYS OR ACCESS CARD.**

**Borough office (717) 235-2337**

**Wifi - nfcc - Wifi Password - nfcc1234**

***\*Non-Profit rates are equal to half the regular rate of the selected rental. New Freedom Borough requires proof of Non-Profit status. Full security deposit required.\****

## RULES AND REGULATIONS

**Notice: If tables will be utilized during your rental Tablecloths are required to be used. You may provide your own or pick them up at the borough office anytime M-F between 7:30am and 4:00pm.**

1. Application must be submitted in writing to the New Freedom Borough Office. Applicant must be **21** years or age or older.
2. Application must be accompanied by the full rental fee and Security Deposit. The listed fees are for one day only, additional time to set may be done at the hourly fee.
3. The facilities **must** be returned to their original state by the end of the rental period. Cleaning guidelines are posted in each room. Failure to comply will result in the cleaning portion of the security deposit being forfeited. All instructions must be adhered to.
4. The Community Center is to be used primarily for charitable, civic, educational and recreational purposes.
5. Use of the Community Center is limited to those rooms specified and paid for on the rental application. The sponsoring organization is responsible for ensuring order and protection of the facilities and for keeping all people restricted to the rooms rented and the adjoining bathroom facilities.
6. The use of alcoholic beverages at any function must be approved by the Borough Office prior to the rental date. Applicant must adhere to all laws of the Pennsylvania Liquor Control Board as well as the Commonwealth of Pennsylvania concerning legal age of consumption, purchase, liability, etc. \*Please reference attached "Dram Shop Rule" Page.
7. Recycling is mandatory.
8. Cancellation policy begins on the date the application is signed.
9. All events must end by midnight and the building vacated by 1:00 am.
10. All Keys and/or Access Cards must be returned to the borough office within 5 days after rental. If not, that portion of the security deposit will be forfeited.

## CANCELLATION POLICY

The policy listed below is for all rentals.

- A \$15.00 handling fee will be charged for each cancellation.
- Cancellation within **180** days prior to rental will receive 100% refund.
- Cancellation within **45** to **179** days prior to rental will receive 50% refund.
- Cancellation less than **45** days prior to rental will receive **NO REFUND.**

## LIABILITY STATEMENT

In the consideration of the rental of the premises of the New Freedom Community Center to the undersigned, the undersigned hereby releases, acquits, and forever discharges the Community Center, Borough Council, its officers, directors, agents, members, servants and employees (collectively the Borough) from any and all suits, actions compensation, consequential damages, punitive damages, or any other thing whatsoever on account of, or in any way growing out of, any and all property damage, personal injuries, illnesses, death or any other thing resulting or to result from any occurrence or accident that may happen as a result of or arise out of rental or use of the described premises by the renter. The renter, by signing this rental agreement, hereby agrees to indemnify, defend and hold harmless New Freedom Borough parties any such claims brought by any person or entity.

## CLEANING REQUIREMENTS

There is a specified cleaning deposit required at the time of signing the rental application. This deposit will be refunded after the premises have been inspected and found to be in satisfactory condition as outlined below. Inspections are performed prior to and after the rental period. Refund checks will be mailed.

### AUDITORIUM

1. STORE ALL TABLES AND CHAIRS
2. WET MOP ALL SPILLS
3. DRY MOP ENTIRE FLOOR
4. EMPTY ALL TRASH INTO DUMPSTER
5. SECURE ALL DOORS

### LION'S ROOM AND KITCHEN

1. CLEAN SINK
2. WASH ALL DISHES AND UTENSILS AND RETURN TO PROPER PLACE
3. WIPE ALL SURFACES
4. EMPTY TRASH INTO DUMPSTER
5. CLOSE AND LOCK WINDOWS
6. SWEEP FLOOR
7. WET MOP FLOOR
8. WIPE OUT REFRIGERATOR AND OVENS
9. TURN OFF LIGHTS

### BATHROOMS

1. EMPTY SANITARY TRASH RECEPTACLES IN STALLS
2. EMPTY TRASH INTO DUMPSTERS
3. SWEEP FLOOR
4. WET MOP FLOOR

**Users assume all responsibility for adherence to above rules.**

## dram shop rule

n. a statute (Dram Shop Act) or case law in 38 states which makes a business which sells alcoholic drinks or a host who serves liquor to a drinker who is obviously intoxicated or close to it, strictly liable to anyone injured by the drunken patron or guest. To the contrary, California recently passed legislation specifically banning such strict liability. It is often hard to prove that the liquor bought or served was the specific cause of an accident (such as an automobile crash while driving home), since there is always an intervening cause, namely, the drunk.

## What Is Social Host Liability?

Social host liability is the liability of hosts for the injuries and accidents of their guests. Recently, there has been an increasing trend for states to adopt regulations that impose liability on social hosts for the acts of their guests. This liability is most commonly associated with [drunk driving accidents](#) where a host served a guest too much alcohol and then allowed that guest to drive in spite of being clearly intoxicated.

## Who Does Social Host Liability Apply To?

Social host liability applies to anyone who acts as a host and serves alcohol as one of their hosting duties. The following are the most common groups of social hosts:

- Employers who facilitate drinking (office parties and work social events)
- Bar and Restaurant Owners
- True Social Hosts (those hosting a party for an event or special occasion)