

SOUTH FRANKLIN TOWNSHIP
100 Municipal Road, Washington, PA 15301
724.225.4828

RULES AND REGULATIONS FOR COMMUNITY BUILDING RENTAL ON _____

_____ LESSEE IS FULLY RESPONSIBLE FOR LEAVING THE BUILDING LOCKED, CLEAN, TABLES AND CHAIRS CLEANED, WATER AND LIGHTS OFF. **WHEN FOOD OR BEVERAGE IS SERVED, SPILLS MUST BE CLEANED BY WET MOPPING.**

_____ **DO NOT ATTACH ANYTHING TO CEILING OF BUILDING. PINS OR TACKS CAN BE USED TO ATTACH DECORATIONS TO WALLS. NO TAPE.** REPORT ANY MALFUNCTIONS OR ACCIDENTS TO THE BUILDING RESERVATIONISTS. **(DEPOSIT BOX FOR BUILDING KEY IS LOCATED ON THE OUTSIDE OF THE BUILDING BETWEEN FRONT OFFICE WINDOWS).**

_____ ALL REFUSE AND GARBAGE MUST BE PLACED IN THE LARGE DUMPSTER IN PARK. BURNING OF PAPERS OR DEBRIS IS STRICTLY PROHIBITED ANYWHERE ON PARK GROUNDS. **DO NOT ATTACH SIGNS TO TOWNSHIP STREET OR PARK SIGNS. ANY DIRECTIONAL SIGNS ERECTED MUST BE REMOVED AFTER EVENT.**

_____ BUILDING MUST BE CLOSED BY 10:00 PM. **EXCEPTIONS MAY BE GRANTED BY PERMISSION OBTAINED FROM THE RESERVATIONIST.**

\$100.00 DUE AT TIME OF RESERVATION. \$50.00 WILL BE REFUNDED IF THE BUILDING IS LEFT CLEAN AND NEAT AND IF THERE IS NO UNAUTHORIZED USE OF THE FACILITY. REFUND WILL FOLLOW THE EVENT AFTER APPROVAL AT THE NEXT REGULAR BOS MEETING. ****BUILDING KEY CAN BE PICKED UP IN THE OFFICE THE WEEK OF THE EVENT. HOURS ARE MONDAY-FRIDAY 8:30A-4:30P, CLOSED 12:30P-1:30P.**

RENTAL IS FOR ONE DAY ONLY FROM 10AM-10:00 PM/ YOU MUST CANCEL 30 DAYS IN ADVANCE TO RECEIVE A FULL REFUND

_____ WHEREAS, NO SMOKING SIGNS ARE POSTED THROUGHOUT THE COMMUNITY BUILDING AND SENSITIVE SMOKE DETECTORS ARE IN PLACE, AND WHEN ACTIVATED, SUMMONS THE SOUTH FRANKLIN VOLUNTEER DEPARTMENT IMMEDIATELY. **IF ANY INDIVIDUAL OR GROUP SHOULD ACTIVATE THE ALARM BECAUSE OF SMOKING OR A SMOKE MACHINE, IT IS UNDERSTOOD THEIR DEPOSIT WILL BE FORFEITED.**

BY SIGNING THIS AGREEMENT, THE LESSEE BINDS HIMSELF/HERSELF INDIVIDUALLY AND ALSO BINDS HIS/HER ORGANIZATION TO ABIDE BY ALL THE RULES AND TERMS AS SET FORTH HEREIN.

WHEREAS, BY EXECUTION OF SIGNATURE BELOW YOU AND OR YOUR ORGANIZATION ACKNOWLEDGE AND AGREE THAT YOU HAVE RELEASED SOUTH FRANKLIN TOWNSHIP, ITS OFFICERS, AND OFFICIALS FROM ANY AND ALL CLAIMS AND SHALL PROTECT, INDEMNITY, DEFEND AND HOLD HARMLESS SAID TOWNSHIP, OFFICERS AND OFFICIALS.

DATE SIGNED _____ **LESSEE'S SIGNATURE** _____

LESSEE'S ADDRESS _____

TELEPHONE# _____ **PRINT NAME** _____

** (OFFICE USE: PAID \$ 100.00 _____ PAID \$ 100.00 _____ KEY _____ RETURNED KEY _____)

** (OFFICE USE: ALCOHOL PERMIT – PAID \$ 25.00 _____)