

PORTER TOWNSHIP COMMUNITY BUILDING
BUILDING RENTAL AGREEMENT TERMS & CONDITIONS

Reservations for the Community Building shall be made through the Township Office (570-726-6733) Monday through Friday from 9:00 a.m. to 3:00 P.M. closed Wednesdays. Or Email portertownship@yahoo.com. Checks made payable to "**Porter Township**" and **return to** Porter Township Supervisors 304 Peach Orchard Rd Mill Hall, PA 17751

To guarantee a rental reservation for the Community Building a full payment with a signed non-refundable Terms & Conditions agreement is required. Rental fee for the **multipurpose room is \$175.00. plus a \$75.00 cleaning /key deposit fee** will be charged in advance on a separate check. The deposit fee will be returned after the facility is inspected and the key is returned to the lock box. Failure to meet the requirements may result in NO refund of your deposit. Lessee is responsible for maintaining the building in the same "clean state" condition as it was when leased. A cleaning caddy with supplies to use after your event is available for your convenience in the multi-purpose room closet to the right of the stage.

Chairs and tables are included. The kitchen is NOT included and will remain locked. Any cancelations or re-scheduling must be made 10 days prior to the date of your event to receive a full refund. After that, it is the discretion of the township Supervisors.

The Community Building at 216 Spring Run Road, Mill Hall Lessee shall be responsible for all damages to the premises occurring during the time of Lessee's event and any missing equipment. Lessor, Porter Township, is not responsible for any injuries, damages or loss to any personal property during any event. Lessee shall indemnify and hold harmless Lessor for any claims resulting from injuries, damages or loss of any personal property during Lessee's event.

The Property Manager Township authorities have the right to enter the building at any time during the scheduled time of rental to confirm compliance with this Agreement. The Lessor has the authority to terminate this Rental Agreement at any time for non-compliance with terms of this Agreement without reducing the rent or refunding any rent paid. No alcoholic beverages allowed.

A key box is installed beside the door entry on the far side of the building. The Lessee will be given a 4 digit # code to open the box for a key to open the door. The key must be returned to the box at the close of Lessee's event. Failure to meet these requirements may result in NO refund of your \$75.00 deposit. **Lessee's key code # is _____**. **Emergency contact the day of the event only is Rich 570-579-5647 or the Kitchen use is 570-660-3912**

REQUIREMENTS FOR CLOSING

(Check List) Tear off bottom portion for your use.

Do not touch thermostat entering or leaving

- Rental of the Multipurpose room includes all furniture within area to be returned to original place.
- All tables that were used must be cleaned before stacking.
- All tables attached to wall must be returned to the wall.
- 8-foot folding tables must be cleaned and returned to the cart where you found them.
- Stack all chairs on chair trolleys no more than 8 chairs high.
- Floor must be clean from crumbs and if necessary wet mopped.
- Trash bags are provided and all trash must be removed and placed in the dumpster outside.
- Outside door to Multipurpose Room **MUST** be locked when leaving.
- All lights to be turned off and return the key to outside lock box outside when leaving.

Thank you for your cooperation.

Return bottom with payment payable to: Porter Twp Supervisors 304 Peach Orchard Rd Mill Hall, PA 17751

Individual or Organization (Lessee) _____ Phone# _____

Address: _____ E-mail address _____

Type of Function : _____ **Your KEY CODE #** _____ Multipurpose Room \$175. _____ Key/Cleaning Deposit \$75. _

Date _____ Start Time _____ End Time _____ Check# _____ Cash _____