LOWER ALLEN TOWNSHIP COMMUNITY PARK BARN FACILITY RENTAL RULES AND REGULATIONS

A signed copy must be submitted with the rental application

1. BARN RENTAL POLICY

- a. Upon booking the facility, all security deposits MUST BE SUBMITTED with the rental application and signed rules within two weeks of receiving the rental paperwork and rental information. Submitting the ALL of the rental paperwork and security deposit will secure the rental date of your event. If no paperwork or security deposit is made within two weeks, we will open your requested rental date for others to rent.
- b. The rental fee <u>must</u> be paid at least two (2) months prior to the rental date. If reservation of the facility is less than two (2) months away, all deposits and rental fees are due at the time the application is submitted.
- c. The Applicant listed on the rental application form, <u>MUST</u> be in attendance during the entire event. If the Applicant cannot attend for any reason, Township staff must be notified as soon as possible, prior to the rental event.
- d. If you are not a Lower Allen Township resident and you wish to have a Township resident fill out the rental application and sign the barn rental rules and regulations, the Lower Allen Township applicant must be an immediate blood relative of you and this relative must attend the entire event.
- e. A copy of insurance is required listing the Township as an additional insured, if you plan to have any type of large games or any outside activity for kids (i.e., Trampoline, Moonwalk, Bounce house etc.). Please include a copy along with your application. Also, we ask that you place large inflatables on the grassy area and that it is secured/weighed down with sandbags or inground stakes.
- f. No pets are allowed inside the Barn; service animals are the exception. Service animals but be kept on leashes when outside and be cleaned up after.

2. **SECURITY DEPOSIT**

- a. A refundable security deposit is required when using the Barn Facility by all groups or individuals. This deposit will be returned in full contingent upon a satisfactory inspection of the facility, after the event.
- b. A refund check from Lower Allen Township will be forwarded to you 2-3 weeks after your event, pending inspection.

3. ALCOHOL POLICY/DEPOSIT

- a. An additional \$175.00 Alcohol deposit is required for events when ALCOHOLIC BEVERAGES will be served and/or consumed. Alcoholic beverages are only permitted to be consumed in Barn Facility and on the barn porch, with a Community Service Officer (CSO) on the premises. No one may leave the foundation of the Barn with alcohol, NO EXCEPTIONS. The Township schedules the CSO, at the rate of \$23.00 per hour (6 hours maximum alcohol allowance + .5 hr. travel/reporting). The CSO fee will be deducted from your alcohol deposit. The CSO will arrive at the designated time and will leave following the last person who is responsible for closing the facility. If there are any funds left in the \$175 alcohol deposit that will also be refunded to the renter along with the security deposit.
- b. If the Barn rental applicant is providing an outside security guard, that security guard must submit copies of credentials, licenses, certifications and must submit a certificate of liability insurance with Lower Allen Township listed as an additional insured. If such is not available, applicant must submit evidence of liability coverage for the event.
- c. In the event no alcohol application was made, and alcohol beverages are found, any deposit made will be forfeited and a fine will be issued for up to \$300.00 to the Rental Applicant whose name and signature appears on the rental application as the applicant.

4. SECURITY DEPOSIT REFUND

- a. The Security Deposit will NOT be refunded to the applicant if any of the following conditions occur:
 - (a) Damage occurs to the facility, gazebo or outside grounds during the time of the event as determined by the Township Manager, Park Superintendent, or the designated employee.
 - (b) The Barn Facility is not returned to the condition it was found, prior to your event. Additional costs may be assessed if repair or replacement exceeds the security deposit.
 - (c) If the Barn Facility/Park is accessed before rental time or not vacated by 10:00PM

5. REQUIRED CLEAN-UP

- a. In order to receive the FULL SECURITY DEPOSIT returned, the following cleanup must be completed:
 - (a) All trash, garbage and paper must be removed from the facility. The Township supplies trash cans and liners. The dumpsters for regular trash, as well as the appropriate recycling containers, are located outside the Barn Facility. Please recycle.
 - (b) All tables and chairs must be cleaned and put on their rollers and carts, in the appropriate closet. Please remember to pick up the tables, do not scrape, pull, or drag along the flooring.
 - (c) Sweeping of the event area is required. There are brooms and dustpans located on each level of the Facility.

6. **DECORATIONS**

- a. You may only decorate on the day of your event; this is Barn access time. All decorations must be approved by a designated Township Employee, Park Superintendent or Township Manager.
- b. All decorations must be removed IMMEDIATELY after the event. No decorations should be attached to the ceilings or walls with tape, tacks, or glue. You may only use Command Strips to hang decorations from walls and the ceiling. All Command Strips must be removed all of the from all surfaces.
- c. Absolutely no glitter, rice, birdseed, confetti or any such material can be used. Extra charges may be assessed if these items are found.
- d. Limited decorations are allowed on the Gazebo, please use Command Strips, do not use tape, tacks, or glue. All outside decorations and rented items must be removed from the barn grounds the day of the event unless other arrangements are approved.
- e. You may not remove any of the current items that are on the walls in the barn, they are all permanently attached to the walls.

7. **TENTS**

a. If you would like to have an event tent for your gathering in addition to the Barn, you must obtain a permit from the Community Development Department. An application is available; please call for details and prices at 717-975-7575 ext. 1111. Event tents must be removed immediately following the event, no exceptions. *This excludes small canopies.

8. CANCELLATIONS

- a. All rental fees and security deposits will be refunded for reservations canceled at least 3 weeks (15-21 days or more) prior to a scheduled event.
- b. A 50% refund of fees and deposits will be given for reservations canceled between (8 and 14 days) prior to a scheduled event.
- c. NO refund of fees or security deposits will be given for reservations canceled (7 days) or less prior to a scheduled event EXCEPT in emergency situations with the approval of Township Manager or Park Superintendent.

9. BARN ACCESS FOR RENTAL

a. The Township has installed new keypads to gain access to the barn without a key. The keypad to gain access to the stairwell of the barn is located on the far-right door of the barn porch, closest to the driveway up to the barn. You will be contacted the week prior to your rental with a five-digit code to access the barn. The code will only be good for the times that you have on your rental application.

Any person(s) violating any of the Rules and Regulations may be asked to leave the Township property by the Township Police or other Township Designated Employee in charge. The Township reserves the right to cancel any scheduled event due to emergency or other circumstances.

I understand as the applicant, I am responsible for adherence to these rules and regulations and the condition of the Barn Facility and any damage to it. I have read and understand the rules and regulations governing the use of the "Barn" at the Lower Allen Community Park and I agree to comply with all the requirements as stated. I agree to assume all responsibility for any damage incurred beyond normal wear and tears and assume all liability for personal damage or injuries incurred through use of the facility and relieve Lower Allen Township and its officials of any responsibility for such activities.

APPLICANT SIGNATURE:	DATE:
PRINTED NAME:	