

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 **must** 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, **MUST** 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

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</**

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: _____