



City of York Parks & Recreation Auditorium Rental Form

Set Up Dates: _____ Time: _____

Rental Dates: _____ Time: _____

Take Down Dates: _____ Time: _____

Rental time includes set up, event, and clean up. If the Renter occupies the building before or after times stated above, additional charges may be invoiced

Event: _____

Renter: _____ Phone Number: _____

Address: _____ Email: _____

Anticipated Guest Number: _____

Additional Information: _____

Food Caterer: _____ Phone Number: _____

Beverage Caterer: _____ Phone Number: _____

Equipment Needed:

- | | |
|-----------------------------------|---------------------------------|
| _____ Chairs | _____ Tables |
| _____ Bleachers | _____ Stage |
| _____ Balcony | _____ Microphone |
| _____ Projector Screen | _____ Sound System |
| _____ Main Basketball Hoops | _____ Scoreboard |
| _____ Main Volleyball Net | _____ Locker Room |
| _____ Batting/Golfing Cages | _____ Dance Floor |
| _____ Short Court Volleyball Nets | _____ Portable Basketball Hoops |
| _____ Miscellaneous _____ | |

OFFICE USE ONLY

Rental Form:	Date Received: _____		
Rental Fee:	Date Accepted: _____	Amount: _____	Payment Type: _____
Damage Deposit:	Date Accepted: _____	Amount: _____	Check Number: _____
	Date Returned: _____		

Rental Fee & Full Deposit are required at the time of the reservation

Non-Athletic Events

Main Gym Non-Revenue Producing Event	\$400 x ____ Days	_____
Main Gym Revenue Producing Event	\$600 x ____ Days	_____
Lower Level	\$300 x ____ Days	_____
Alcohol	\$250 x ____ Days	_____
Set Up Day	\$150 x ____ Days	_____
Take Down Day	\$150 x ____ Days	_____
North Dining Room	\$200 x ____ Day or \$30 x ____ Hours	_____
Damage Deposit	\$200	_____
Required for weddings & large parties, must be separate check		
Removal of Portable Basketball Hoops	\$100	_____
If not removed, hoops will be placed in corner of gym		
Party Package	\$100	_____
2 Hours - Includes the Gym, North Dining Room, & Lower Level		

DAMAGE DEPOSIT: _____

RENTAL TOTAL: _____

Athletic Events

Practice	\$10 x ____ Hours	_____
2 Hours Max		
Game	\$60 x ____ Games	_____
3 Hours/Game – 2 Games Max		
Tournament	\$350 x ____ Days	_____
3+ Games		
Batting Cages	\$10 x ____ Hours	_____
Cage #1 & Cage #2		
Concession Stands	\$100 x ____ Days	_____
North Dining Room		
Balcony	\$100 x ____ Days	_____

RENTAL TOTAL: _____

City of York Parks & Recreation

Auditorium Rental Agreement

The City of York Parks & Recreation (YPR) Department gives the Renter the right to use the described premises in consideration of the rental charge specified upon the following conditions:

1. The Renter shall not use the premises in violation of any Federal or State Law, City Ordinance, or Fire Regulations, and shall pay charges for special security if some are deemed necessary by the City of York.
2. The Renter shall pay for any damage or breakage to the building or property therein that occurs as a result of negligence or misuse of said premises by the Renter. All chairs and tables must be taken down by the Renter immediately following the event.
3. The Renter shall leave the premises in a clean and orderly condition with trash and debris picked up and placed in receptacles or the City of York reserves the right to withhold refund of deposits.
4. The use of confetti, glitter, nails, or staples is prohibited.
5. No open flames, including decorative candles.
6. The City of York reserves the right to rent all available facilities during any given rental or event.
7. The Renter shall hold the City of York harmless from all liability for injury or death, or loss of or damage to, any person or property that occurs during, or as a result of, the use of facilities by the Renter, and shall indemnify the City of York for all expenses it may incur as a result of claim or demand by anyone growing out of the use of said facility by the Renter.
8. The Renter is responsible to see that all activities are properly controlled and supervised.
9. The City of York reserves the right to withhold refund of deposits and establish larger deposits based on events.
10. The City of York is not responsible for lost, stolen, or broken items.
11. All rentals include set up, event, and clean up time. If the Renter occupies the building before or after time frame stated on the rental form, additional charges may be invoiced.
12. Rentals MUST have obtained permission to consume alcohol. Those that have obtained permission to consume alcohol must cease consumption at 12:00 midnight.
13. All rentals can start no earlier than 8:00am. All rentals must vacate the premises no later than 1:00am.
14. Rental and deposit fees must be paid separately. Deposits will be held until after the event. If the facility left by the Renter in the same condition and all conditions of this agreement are met by the Renter, the deposit will be returned by mail.
15. The City of York reserves the right to impose additional rules, regulations, and/or restrictions to this agreement.
16. The City of York and YPR reserve the right to photograph activities and program participants for potential use in advertising brochures and YPR's social media and marketing material.
17. Bounce houses require the express written permission from the YPR Director. A Certificate of Liability Insurance from the Renter that names the City of York as an additional insured is also required.

18. The activities and events of the YPR Department have priority over all other reservations. YPR facilities are also subject to holiday closings, construction repairs and operational emergencies that may preclude use of a rental facility. Should any of these circumstances arise during a period when a rental has been confirmed, YPR may cancel the rental or may give the option to the Renter of relocating the event to another available facility. If the event is cancelled, the rental fee will be refunded. There will be no other liability for the YPR Department.
19. In the event that the Renter cancels a non-athletic rental reservation 30 days or more prior to the rental date, a full refund will be issued. If the Renter cancels the reservation less than 30 days prior to the rental date, no refund will be issued.
20. In the event that the Renter cancels an athletic rental (practice or a game) 24 hours or more before the rental date/time, a full refund will be issued. If the Renter cancels an athletic rental 24 hours or less prior to the rental date/time, no refund will be issued.

The undersigned agrees to the terms and conditions set forth in the Auditorium Rental Agreement and the City of York Parks & Recreation Department acknowledges receipt of payment of rental charges as specified and dated on the agreement.

Renter Signature: _____ Date: _____

YPR Representative Signature: _____ Date: _____