

# City of York Parks & Recreation Community Center Rental Form



Rental Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event: \_\_\_\_\_

Renter: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Anticipated Guest Number: \_\_\_\_\_ Additional Information: \_\_\_\_\_

Equipment Needed: Chairs: \_\_\_\_\_ Tables: \_\_\_\_\_ Miscellaneous: \_\_\_\_\_

\*\*\*Rental Fee is required at the time of the reservation\*\*\*

### Party Packages

Party Package 1 (2 Hours During Regular Hours) (Excludes Weight Room)	\$100	_____
Party Package 2 (2 Hours After Regular Hours) (Party Room and Fun City only)	\$150	_____
Facility Rental (2 Hours After Regular Hours) (Excludes Weight Room)	\$300	_____

### Meeting Room Rentals

Main Level Meeting Room	\$15 x _____ Hour(s)	_____
Lower Level Meeting Room	\$15 x _____ Hour(s)	_____

RENTAL TOTAL: \_\_\_\_\_

### Office Use Only

Rental Form: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Entered: \_\_\_\_\_  
Rental Fee: \_\_\_\_\_ Date Accepted: \_\_\_\_\_ Amount: \_\_\_\_\_ Payment Type: \_\_\_\_\_

# City of York Parks & Recreation

## Community Center Rental Agreement

The City of York 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.
3. The Renter shall leave the premises in a clean and orderly condition with trash and debris picked up and placed in receptacles.
4. All chairs and tables must be taken down by the Renter immediately following the event.
5. The City of York reserves the right to rent all available facilities during any given rental or event.
6. 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.
7. The City of York reserves the right to establish deposits based on events.
8. The City of York is not responsible for lost, stolen, or broken items.
9. All rental times include the set up, event, and clean up. Facility rentals after regular hours start immediately when the Community Center closes to the public on the event date.
10. Renter shall leave the party room and have all belongings out by the party's scheduled end time.

### Cancellation Policy

Notice prior to 30 days = Full refund. Notice less than 30 days = No refund.

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

I do hereby authorize City of York Parks and Recreation Department and its assigns to utilize any and all photographs, pictures or other likeness of me or anyone assigned guardianship to me, as they deem appropriate in promotional materials or team films.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

YPR Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_