



VALLEY TOWNSHIP
1145 West Lincoln Highway
Coatesville, PA 19320
610 384-5751

AGREEMENT FOR THE USE OF TOWNSHIP FACILITY

Valley Township in consideration of the agreement, rules, and guidelines with attachments herein after set forth, hereby leases unto "Renter" the use of the Valley Township Facility as stated below and "Renter" promises and agrees to pay fees as set forth herein:

RENTERS:

The Township will not rent the Facility for "profit making" use.

Renter Initials_____

RENTAL FEES:

The Training Room will only be available for Township residents at a cost of \$200.00 per occurrence with two hour limit. Additional time shall be at \$82.50 per hour

Renter Initials_____

The Public Meeting Room will only be available for Township residents at a cost of \$300.00 per occurrence with two hour limit. Additional time shall be at \$82.50 per hour

Renter Initials_____

DAMAGE DEPOSIT FEE:

A damage deposit fee of \$100.00 is due at the time of reserving the Facility. If after use and it is determined there was compliance with the Rules and Guidelines and no damage was done to Township property, and the Facility was left as it was found, the damage deposit will be refunded within 30 days. If the deposit does not cover all damage and/or cleaning expenses required to be paid by Valley Township, the Renter will be held liable for any additional costs incurred. There is an additional \$100.00 damage deposit fee due if there is planned use of the kitchen.

Renter Initials_____

INSURANCE/LIABILITY COVERAGE:

The Renter must provide proof of liability insurance of \$1,000,000 per occurrence, naming Valley Township as an additional insured, a minimum of 5 days before the event. Coverage can usually be purchased through your insurance company.

Renter Initials_____

CANCELLATION OF EVENT/RENTAL AGREEMENT:

In the event the Renter desires to cancel the event and this agreement, the Renter shall provide to the Township, at the address stated above or by eMail to the Township Manager (manager@valleytownship.org), notice of cancellation, in writing, to be received no later than five (5) calendar days prior to the scheduled event, or forfeit all monies paid.

Renter Initials_____

ACCESS CONTROL:

Based on the requested time of the use, the Main Entrance Door will be set to open fifteen (15) minutes prior to the meeting time and will be set to lock at the end time of the meeting. If people are still in the building at the designated end time, ability to exit the building is possible but re-entry is not. A Township Representative will remain on the premises during the event.

Renter Initials_____

RENTER AGREES TO THE FOLLOWING RULES AND GUIDELINES:

1. It is understood the Renter has read the Rules and Guidelines "Policy" for the Township's Facility and attachments and agrees to comply with the same.
2. Requests for facility shall be for Monday through Thursdays. No Friday evening or weekend rentals.
3. All requests for use of Facility must be submitted by an individual 21 years of age or over, on the appropriate form provided by Valley Township. No permit shall be issued to any individual under the age of 21. The individual to whom the permit is granted shall be liable for all costs, expenses, fee and all property damage and/or personal injury occurring or sustained by any individual in attendance.
4. The authorized individual who signed the permit for use of the facility must be present during the entire period of use.
5. All required fees, licenses and the Certificate of Insurance must be received by the Township office, from the Renter, at least five (5) days prior to the scheduled event. These will be submitted to a Township Representative. If not, the rental contract is null and void.
6. The Renter agrees that **no alcohol** shall be served or consumed on the premises.
7. Smoking is prohibited in the Township Building as well as outside on the Municipal Complex property.
8. No animals are allowed with the exception of service animals.
9. Maximum Occupancy. The Renter agrees to not exceed the maximum occupancy as per the Fire Marshall.
10. The Renter hereby agrees that he/she is liable for any and all damages done to the building, or any fixtures or any other property belonging to Valley Township. In the event that any individuals cause any damage to the building, fixtures, or property of the Township during the term of this agreement, the Renter will be held responsible for the payment of those damages.
11. Renter hereby agrees that Valley Township shall not be liable for any accidents, property damage, personal injuries, or death occurring at the premises of the Township Building or at any other location during, before or after the event. Renter agrees to indemnify and save harmless Valley Township, its employees, agents, and representatives from any and all losses, damages, and claims arising from the use of the building and in any way from the event held at the Township building, including all costs, expenses, and reasonable attorney's fees.

12. Whenever any conduct or acts of individuals or group is determined to be in violation of the rules governing the use of this facility or in violation of any statutes, ordinances, or regulations of the Commonwealth of Pennsylvania or the Township of Valley, the privilege to use the facility will be terminated immediately and they will be expelled from the Township property.
13. Rental fees collected, and rules/regulations/guidelines for the use of the facility will be determined and may be modified, from time to time, by the Valley Township Board of Supervisors. All fees shall be submitted together with the application, as described above. No permit will be guaranteed until such time that all fees are paid or arrangements have been approved. The Township reserves the right to reject or revoke any application at any time.
14. That the Renter shall pay, in addition to all other amounts due hereunder, all collection charges, attorney's fees, and expenses of Valley Township incurred in enforcing any of the obligations of the Renter under this rental agreement.
15. Generally use of Audio/Visual equipment is not permitted unless arrangements are made at time of Rental Agreement being signed.

Please Note: *If any other conflicts arise, either planned or through the needs of the Township, the Township's requirements take precedence over the Renters. In such event the rental agreement shall be amended to allow the Township to make use of the Facility as the Township and its Supervisors or staff deem necessary. This may occur without prior warning or notification. In such an event, a full refund will be granted, or if only a partial change in the event is required, a negotiated reduction in the costs will be determined.*

AGREEMENT SIGNATURES

ATTACHMENTS RECEIVED

_____ Facility Rules and Regulations (Initialed above)

_____ Application

_____ Liability Insurance

RENTAL DATE:

Meeting Room Requested: ☐ Training Room ☐ Public Meeting Room

Date of Rental: _____

Start Time: _____ End Time: _____

Will kitchen use be required? _____ (extra \$100 security damage deposit required)

TOTAL OF ALL FEES FOR THIS AGREEMENT:

Reservation fees:

Training Room: \$200.00 for up to 2 hours

Public Meeting Room: \$300.00 for up to 2 hours

Additional hour for either room is \$82.50 per hour

Damage Deposit: \$100.00 (\$200.00 total if use includes kitchen)

(Please make checks payable to "Valley Township")

ALL APPLICANTS MUST READ THE FOLLOWING PARAGRAPH AND PROVIDE THEIR SIGNATURE.

I have read the above, and hereby agree to the Rules and Guidelines "Policy" and initialed where indicated; I understand that my misrepresentation of the information may result in the denial and/or cancellation of this permit.

Renter Signature

Date

Township Signature

Date

Township Use Only:

Fee Paid: \$ _____

Date Received: _____

Damage Deposit:

Date to refund: _____

Amount of refund: _____

Check Number: _____