

NORTH EAST COMMUNITY CENTER

FACILITY USE AGREEMENT

Requesting Organization: _____

Date Needed: _____

Time Needed: **From:** _____ **To:** _____

Point of Contact: _____ **Phone:** _____

Description of Use: _____

It is understood that:

- (a) All requests for use of the North East Community Center must be submitted at least thirty (30) calendar days in advance. Requests will be honored on a first come first served basis. All requests for use of the North East Community Center must be submitted to North East Borough at 31 West Main Street; North East, PA 16428 or info@northeastborough.com
- (b) Each organization utilizing the North East Community Center agrees to follow all rules and regulations.
- (c) Each organization utilizing the North East Community Center will pay \$10.00 per hour, payable prior to the use of the facility to: NORTH EAST BOROUGH; 31 West Main Street; North East, PA.
- (d) Each organization will receive a key fob programmed for their permitted time. If an individual or group needs access to the facility prior to their planned event or meeting, they must inform the Borough staff accordingly to provide added time for admission. We ask that the key fob be returned to North East Borough Hall either during normal business hours (M-F 8:00 AM- 4:30 PM) or in the payment drop box at the rear of the building.
- (e) The North East Community Center must be left neat and orderly after each planned use. The hot/cold buffet, refrigerator and freezer may not be used by an organization.
- (f) All offices, storage units, and the basement will be inaccessible.
- (g) Each organization utilizing the Center must supply their own food, beverages, condiments, and paper products. Toilet paper, restroom hand towels, restroom hand washing soap, and dishwashing soap will be provided.

- (h) No alcoholic beverages are allowed on the premises.
- (i) The Borough of North East Community Center is not responsible for guests' articles that are lost or stolen.
- (j) The Borough of North East or their representatives are responsible for any injury or any damages to persons, or any loss or property as a result of utilizing the center premises. The renting organization agrees to indemnify, defend, and hold harmless the Borough of North East, and the officers, directors, agents, employees, and volunteers of each, from any and all claims and losses occurring or resulting from any activities performed by the renting organization, its employees and agents under this Facility Use Agreement.

**I HEREBY CERTIFY THAT _____
ACCEPTS FULL RESPONSIBILITY AS OUTLINED BY THE ABOVE RULES AND
REGULATIONS, AND THAT FAILURE TO COMPLY MAY RESULT IN A
PROHIBITION OF USE OF THE CENTER IN THE FUTURE.**

DATE

REPRESENTATIVE'S SIGNATURE

PRINTED NAME

Request: Approved Fee: \$ Disapproved (Must state reason in comments)

Comments:

Signature