

MUST BE 21+ YEARS OLD TO RENT – MUST SHOW VALID ID AT KEY PICK UP

RENTAL AGREEMENT FOR USE OF BOROUGH FACILITIES (last revised 5/22/2023)

- Facility(ies) to be Rented: [] Pump House and kitchen (\$50 rental / \$50 security) Selinsgrove Borough Resident
 [check all that apply] [] Pump House and kitchen (\$75 rental / \$100 security) Non-resident
- [] Gazebo with folding chairs/tables and restrooms (\$50/day)
- [] Anthony Selin Picnic Pavilion (N/C)
- [] Anthony Selin Picnic Pavilion with kitchen &/or restrooms (\$50 rental / \$50 security) Selinsgrove Borough Resident
- [] Anthony Selin Picnic Pavilion with kitchen &/or restrooms (\$75 rental / \$100 security) Non-resident
- [] Other Facility(ies), describe _____

Date(s) of Use: _____ from dawn to dusk **only the day(s) for which you have paid (to include all set up and clean up). Special circumstance agreement (time differences only):** _____

I, _____ (print name), a duly authorized agent of _____ (print name of group, if applicable), hereinafter referred to as the Lessee, do hereby agree to comply with all of the applicable Rules and Regulations and with any Special Conditions of Selinsgrove Borough, hereinafter referred to as Lessor, as they pertain to the use of the Borough Facility(ies) and on the date(s) and time(s) identified above. A copy of the applicable Rules and Regulations, pertaining to the use of the facility(ies), are attached hereto and made a part of this Agreement. Any Special Conditions pertaining to the use of the facility(ies) are noted below. By signing this Agreement, I hereby acknowledge that I have read and fully understand the Rules and Regulations (see back) and the Special Conditions (see below) pertaining to the use of the Borough facilities.

Upon booking and signing this Rental Agreement, a rental fee in the amount of \$ _____ (insert fee) and a security deposit in the amount of \$ _____ (insert amount, if any) have been paid and the receipt thereof is acknowledged by the Borough's signing of this Agreement. **In the event you cancel for any reason within 2 weeks or fail to show up for the rental and the Borough is unable to rent to another party, then the rental fee will be kept as payment and the security deposit will be returned.**

It is understood that an inspection of the facility(ies) will be made by a representative of Selinsgrove Borough and the lessee will be contacted within seven working days regarding the deposit. If you, as the lessee, notice any problem with the property you will be responsible for but did not create at the start of your rental, then please call the Borough Office and leave a message or alert us of the problem the following Monday when the office is reopened. The condition of the facility(ies) shall be the sole and absolute discretion of Selinsgrove Borough. It is also understood and acknowledged that, if Selinsgrove Borough finds the condition of the premises to be unsatisfactory, Selinsgrove Borough will immediately notify the Lessee as to the nature of the unsatisfactory conditions and that the Lessee will correct the unsatisfactory conditions at the Lessee's expense and/or will reimburse Selinsgrove Borough for all costs for work deemed necessary by the Borough of Selinsgrove to correct the unsatisfactory conditions. Any security deposit paid may be used by the Borough to correct the unsatisfactory conditions, any expenses above the amount of the security deposit will be assessed against the Lessee and any security deposit remaining will be refunded to the Lessee, along with an itemization of the use of the security deposit. In the event that the facility(ies) are found to be in satisfactory condition, any security deposit paid will be refunded to the Lessee.

Key Pickup Date: _____ For Selinsgrove Borough as Lessor: _____

Key Pickup Date: _____ For Lessee: _____

Lessee Address _____

Lessee Telephone _____ Fax _____ Email _____

Description of Use _____ Anticipated Number Attending _____

Special Conditions _____

LESSEE'S FACILITY CLEANUP CHECKLIST – (see back for additional details on cleanup requirements) - Complete and return with keys

- [] remove decorations/tape – PH nothing on walls/ceilings [] clean kitchen, tables, chairs, counters [] clean floors, vacuum carpet and sweep areas
- [] check restrooms/floor heaters on low Nov – April OR if below freezing outside [] return tables and chairs to initial positions
- [] If on heat, set back to 55° / if on AC set to 80° - Turn overhead fans off (switch to the left of thermostat on wall near window
- [] take all garbage with you & put in new bag [] turn off all lights and ceiling fans [] lock all windows and doors [] leave blinds down but open

Please note any conditions that Borough should be aware of:

INSPECTION REPORT (office only)

Inspected by: _____ Date/Time of Inspection: _____ Refund Security Deposit: Yes / No

Unsatisfactory Conditions Observed: YES or NO – Notes: _____

Additional Comments: _____

Signature for cash deposit pickup _____ date of pickup _____

**Rules and Regulations
Pertaining to the Use of Borough Facilities**
(as last revised 5/22/2023)

TIME OF USE – DAWN to DUSK unless otherwise agreed upon with the Borough Office. To avoid conflict with other renter's use of the facilities, all decorating, preparation, setup, and cleanup activities must be completed within the time period specified in the rental agreement. Contact the Borough Office to see if any change in the time may be permitted.

ALCOHOL - Alcohol is strictly prohibited on all Borough property and within all Borough facilities. No exceptions.

TOBACCO – Tobacco use is strictly prohibited on all Borough property and within all Borough facilities. No exceptions.

NOISE – Borough ordinances pertaining to disturbing the peace and to unnecessary noise must be followed. Generally disturbing the peace would apply to public places, which would include the surrounding portions of Borough property; and any inconvenience, annoyance or alarm caused to persons in such places would constitute disturbing the peace. Generally, noise that is clearly audible at 50 feet from the property boundary may be determined to be a violation. Exemption from the noise requirements may be specifically authorized by the Borough, with or without conditions.

SPACES USED - Clean all tables, chairs, picnic tables, benches, cabinets, etc. Clean floors to remove spills and sweep to remove debris. Return tables, chairs, picnic tables, benches, cabinets, etc. to their original positions. When the facilities are not occupied and upon leaving, turn off all interior lights and any exterior lights not on photocells.

DECORATIONS – Decorations may not be applied in any manner that would result in permanent damage or markings on the surface to which they are applied and may not be applied to the walls or ceiling in the Pump House. All decorations and the means of applying the decorations must be completely removed. Adhesive tapes that are not manufactured specifically to be "removable" are prohibited.

GROUNDS – All litter and debris, including cigarette butts from persons not abiding by rules (this should not be happening but we feel we must note it), shall be picked up and placed in waste containers.

PARKING – Vehicles shall be parked only on improved areas provided for this purpose not on the grass/lawn.

DOORS AND WINDOWS – When the facilities are not occupied and upon leaving, tightly close and lock all exterior windows and doors. Please remember to check the back door at the Pump House from the outside by tugging on it prior to leaving.

BATHROOMS - Check bathrooms to see that the faucets are closed tightly, and the toilets are not running. When the facilities are not occupied and upon leaving, turn off the bathroom lights/fans. During the cold months, the heaters in the bathroom should be left on low to maintain heat and avoid freezing pipes.

KEYS – Unless otherwise directed by the Borough, return the key(s) to the Borough Office not later than the next business day. The lessee may be held responsible for the security of the facilities until the keys are returned to the Borough Office. Keys may not be duplicated without the consent of the Borough. In the event of unauthorized duplication of a key or a lost key, Lessee may be assessed the cost of changing the locks on the facilities.

KITCHEN - Remove all food items and other materials unless permission is given in advance to the contrary. Clean and return all kitchen utensils and appliances to their original locations. Clean all counters, sinks, stovetops, and refrigerator. Clean floors to remove spills and sweep to remove debris. Check kitchen to see that the faucets are closed tightly, refrigerator door is closed, and all other appliances are unplugged or turned off. When the facilities are not occupied and upon leaving, turn off kitchen lights. Double check the kitchen door is locked in the Pump House as this is a common one to miss.

WASTE - Remove all trash, garbage, recycling and other waste materials and take it with you. Garbage bags have been provided within the waste containers for this purpose. If there is not a bag at the bottom of the waste container, then check the closet (PH) or the kitchen (AS) to see if there are more.

STORAGE – Materials may not be stored within the confines of Borough facilities, without the prior permission of the Borough and such permission will only be granted with the knowledge that the Borough will not be responsible for such materials and that no insurance coverage will be available.

HEATING/COOLING EQUIPMENT – Thermostats and other controls are to be reset to the positions and settings to which they were set when the use began. During heating seasons, thermostats are to be set to 55 degrees when the building is not in use. During cooling seasons, air conditioning units are to be turned to 80 degrees when the building is not in use. Follow any other written instructions posted for the thermostats/controls.

SNOW REMOVAL – In the event of snow and/or ice, the Borough may not be able to clear parking areas and/or sidewalks, due to the priority of opening Borough streets, alleys, and public sidewalks. You may be required to clear snow and/or treat ice, prior to your use.

EMERGENCY BOROUGH CONTACTS – In the event of any emergency or any occurrence that has or would have the potential to cause damage to the facilities or would have the potential to endanger other persons, a Borough representative must be contacted immediately, as follows:

Borough Weekend/After Hours Number **570-372-0826 (Non-Emergency 911 – ask for Selinsgrove Borough Public Works Employee on call)**

DEPOSITS – Deposits may be required. Refund of deposit is dependent upon inspection after use of facility. Responsibility for damages will be assessed by the Borough Manager at his/her sole discretion. Upon signing, it is agreed that any damage assessed by the Borough Manager to be fair and reasonable.