



CHAMBERSBURG RECREATION CENTER
ROOM RENTAL APPLICATION

Revised 01/4/2024

Today's Date: _____

Person & Non-Profit Organization Renting: _____

Address: _____

Please Circle area of Residence: Borough of Chambersburg Greene Township Guilford Township
Hamilton Township Letterkenny Township Lurgan Township Other

Contact Person's DOB: _____ Email Address: _____

Phone (Cell): _____ Phone (Other): _____

I understand, as the contact person, that I am responsible to remain onsite during this event. (Initial) [Yellow Box]

Occasion for rental? (Please describe the event) _____

Will the event include a DJ? YES _____ NO _____ Approximate Attendance: _____

Date Requested: _____ Arrival Time: _____ Departure Time: _____

Will you require decorating time prior to your event? YES _____ NO _____ What time will you arrive to set up? _____

Do you plan on having alcohol served by a licensed vender at your event? _____

Will you be using the room/court for commercial purposes? _____ If so, the field rental rates listed will be either two (2) times the amount (Borough Residents) or two and one half (2.5) times the amount (Non-Borough Residents)

Included in your rental:

- Building staff attendant(s) onsite during your event to assist if needed.
• Room arrangement prior to your event and clean-up after your event.
• 8' rectangular tables and chairs are available upon request.

Not included in your rental:

- Pre-event preparation time of \$25.00 per hour.
• Security for events having DJs with 100+ people attending.
• Kitchen use is not included unless rented separately.

(Initial) [Yellow Box]

Kitchen

Make your selection by checking the box on the far left below:

Table with 6 columns: Kitchen - per hour (only rented as an ad-on), Cost, Borough Resident, Total Hours, Total Cost. Includes rows for Weekdays and/or weekends and a total row.

ADMINISTRATIVE USE ONLY

Date Received: _____ Received by (Staff): _____

Payment: _____ Check # _____ Cash _____ Credit Card _____



CHAMBERSBURG RECREATION CENTER ROOM RENTAL APPLICATION

SOCIAL ROOM:

- A \$50.00 deposit payable in the form of a check, is required for any rental of Bard Hall and/or the Social Room. The deposit will be returned upon final inspection of the room and any necessary discussion with administration. Understand that extra usage of additional tables or chairs or additional attendance beyond what is listed, or not exiting prior to or on your scheduled departure time, may result in a reduction of the returned deposit. Deposit must be picked up within two weeks of your event. If this is not picked up it will be deposited onto your account for a future rental. (Initial)
- You may come to the Recreation office during business hours to obtain your deposit, Monday - Friday, 8 AM - 5PM.

Make your selection by checking the box on the far left below:

	Social Room – 1 st hour rented Capacity 157	Cost	Borough Resident	Total Hours	Total Cost
	Monday – Friday, 8:00 AM – 5:00 PM	\$25.00	\$19.00		
	Weekends / After 5:00 PM on weekdays	\$69.00	\$65.00		
	Social Room – Cost for each additional hour	Cost	Borough Resident	Total Hours	Total Cost
	Monday – Friday, 8:00 AM – 5:00 PM	\$25.00	\$19.00		
	Weekends / After 5:00 PM on weekdays	\$45.00	\$39.00		
	Pre-event Preparation Time	\$25.00	\$25.00		
	Security Deposit	\$50.00	\$50.00	N/A	
	Social Room rental TOTAL (staff to complete)				

BARD HALL:

- A \$50.00 deposit payable in the form of a check, is required for any rental of Bard Hall and/or the Social Room. The deposit will be returned upon final inspection of the room and any necessary discussion with administration. Understand that extra usage of additional tables or chairs or additional attendance beyond what is listed, or not exiting prior to or on your scheduled departure time, may result in a reduction of the returned deposit. Deposit must be picked up within two weeks of your event. If this is not picked up it will be deposited onto your account for a future rental. (Initial)
- You may come to the Recreation office during business hours to obtain your deposit, Monday - Friday, 8 AM - 5PM.

Make your selection by checking the box on the far left below:

	Bard Hall – 1 st hour rented under 200 People Capacity 378	Cost	Borough Resident	Total Hours	Total Cost
	Monday – Friday, 8:00 AM – 5:00 PM	\$35.00	\$29.00		
	Weekends / After 5:00 PM on weekdays	\$79.00	\$75.00		
	Bard Hall – Cost for each additional hour	Cost	Borough Resident	Total Hours	Total Cost
	Monday – Friday, 8:00 AM – 5:00 PM	\$35.00	\$29.00		
	Weekends / After 5:00 PM on weekdays	\$59.00	\$55.00		
	Pre-event Preparation Time	\$25.00	\$25.00		
	Security for DJ'd events over 100 people	\$25.00	\$25.00		
	Security Deposit	\$50.00	\$50.00	N/A	
	Bard Hall rental TOTAL (staff to complete)				



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BARD HALL:

- A \$50.00 deposit payable in the form of a check, is required for any rental of Bard Hall and/or the Social Room. The deposit will be returned upon final inspection of the room and any necessary discussion with administration. Understand that extra usage of additional tables or chairs or additional attendance beyond what is listed, or not exiting prior to or on your scheduled departure time, may result in a reduction of the returned deposit. Deposit must be picked up within two weeks of your event. If this is not picked up it will be deposited onto your account for a future rental. (Initial)
- You may come to the Recreation office during business hours to obtain your deposit, Monday - Friday, 8 AM - 5PM.

Make your selection by checking the box on the far left below:

	<u>Bard Hall – 1st hour rented over 200 People</u> Capacity 378	Cost	Borough Resident	Total Hours	Total Cost
<input type="checkbox"/>	Monday – Friday, 8:00 AM – 5:00 PM	\$85.00	\$79.00		
<input type="checkbox"/>	Weekends / After 5:00 PM on weekdays	\$125.00	\$115.00		
<input type="checkbox"/>					
	Bard Hall – Cost for each additional hour	Cost	Borough Resident	Total Hours	Total Cost
<input type="checkbox"/>	Monday – Friday, 8:00 AM – 5:00 PM	\$35.00	\$29.00		
<input type="checkbox"/>	Weekends / After 5:00 PM on weekdays	\$95.00	\$89.00		
<input type="checkbox"/>	Pre-event Preparation Time	\$25.00	\$25.00		
<input type="checkbox"/>	Security Deposit	\$50.00	\$50.00	N/A	
<input type="checkbox"/>	Bard Hall rental TOTAL (staff to complete)				

ROOM B-1:

Make your selection by checking the box on the far left below:

	<u>Room B1 – 1st hour rented</u> Capacity 49	Cost	Borough Resident	Total Hours	Total Cost
<input type="checkbox"/>	Monday – Friday, 8:00 AM – 5:00 PM	\$19.00	\$15.00		
<input type="checkbox"/>	Weekends / After 5:00 PM on weekdays	\$59.00	\$55.00		
<input type="checkbox"/>					
	Room B1 – Cost for each additional hour	Cost	Borough Resident	Total Hours	Total Cost
<input type="checkbox"/>	Monday – Friday, 8:00 AM – 5:00 PM	\$19.00	\$15.00		
<input type="checkbox"/>	Weekends / After 5:00 PM on weekdays	\$39.00	\$35.00		
<input type="checkbox"/>	Pre-event Preparation Time	\$25.00	\$25.00		
<input type="checkbox"/>	Room B1 rental TOTAL (staff to complete)				



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Room B2/B3

Make your selection by checking the box on the far left below:

	Room B2/B3 – 1 st hour rented	Capacity 19	Cost	Borough Resident	Total Hours	Total Cost
	Monday – Friday, 8:00 AM – 5:00 PM		\$19.00	\$15.00		
	Weekends / After 5:00 PM on weekdays		\$35.00	\$30.00		
	Room B2/B3 – Cost for each additional hour		Cost	Borough Resident	Total Hours	Total Cost
	Monday – Friday, 8:00 AM – 5:00 PM		\$19.00	\$15.00		
	Weekends / After 5:00 PM on weekdays		\$35.00	\$30.00		
	Room B2/B3 rental TOTAL (staff to complete)					

GYM 1 and GYM 2

Make your selection by checking the box on the far left below:

	GYM 1 and GYM 2	Cost	Borough Resident	Total Hours	Total Cost
	GYM 1				
	Monday – Friday, 8:00 AM – 5:00 PM	\$29.00	\$25.00		
	Weekends / After 5:00 PM on weekdays	\$55.00	\$49.00		
	GYM 2	Cost	Borough Resident	Total Hours	Total Cost
	Monday – Friday, 8:00 AM – 5:00 PM	\$35.00	\$29.00		
	Weekends / After 5:00 PM on weekdays	\$59.00	\$55.00		
	GYM 1 or GYM 2 add ons:	Cost	Borough Resident	Total Hours	Total Cost
	Party Space adjacent to GYM 1 when rented with either GYM – Flat Rate	\$25.00	\$25.00	N/A	
	GYM 1 or GYM 2 rental TOTAL (staff to complete)				



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Facility Rental Guidelines

- Reservations for the use of the Recreation Center must be conducted in person at 235 South Third Street by the responsible party and must be 21 years of age or older.
- All fees must be paid in full at the time reservations are made. Weekday reservations must be secured 48 hours in advance and weekend reservations must be secured by 5:00 PM on Wednesday prior to the weekend requested, provided we have the staff.
- Refunds will be granted only if cancellations are made two weeks prior to scheduled time of use. A \$5.00 administration fee is retained by the Recreation Department for all refunds issued. (Initial)
- The use of confetti, silly string, tacks, staples, or tape to decorate is not permitted. Please use adhesive putty. Do not place tape on the floor or attach anything to the sprinklers. (Initial)
- Please remove and dispose of all decorations after your event. (Initial)
- Animals, except official service animals, are not permitted in the building.
- Smoking is only permitted in designated areas outside the building.
- The use of alcoholic beverages and narcotics in or on the premises of the Recreation Center is prohibited. Persons under the influence of same shall be prohibited from entering the facility. (Initial)
- Please respect the rights of others and conduct yourselves in a manner acceptable and becoming to others. Your rental may not be the only rental in the facility.
- In the event of any problems during your reservation, such as other party intruders, spills, or an emergency, please locate the on-site Building Attendant for assistance. The Recreation Department Building Attendant should check in with you upon arrival and throughout your event.
- All guests must vacate facility on or before the indicated departure time. (Initial)
- If a licensed vendor will be serving alcohol at your event; you will need to secure an Event Permit with the Borough of Chambersburg by contacting Jody Mayer at jmayer@chambersburgpa.gov or calling 717-264-5151. For a Cash/Open Bar we require 15% of sales from licensed vendor. A receipt must accompany the payment. If the vendor does not pay this amount the responsibility will fall upon you as the renter. This is due within three days of your event. This must be a private event and not open to the public. (Initial)

By signing this agreement, you are indicating receipt of these guidelines, are accepting responsibility during the event, and assuring compliance throughout your event. You also understand that failure to comply may result in losing any or all of your security deposit and not being permitted to rent space in the future.

SIGNATURE: _____

I have received the Eugene C. Clarke, Jr. Community Center Room Rental Information