RECREATION DEPARTMENT

EUGENE C. CLARKE, JR. COMMUNITY CENTER

RENTAL APPLICATION

Name: _____ Date: _____

Address: _____

Borough Resident? YES NO (please circle) Date of Birth: _____

Phone No.(s): _____ _____ E-Mail: _____

Occasion for rental? _____ How many in the group? _____

Name of Organization, if one: _____

Date requested: _____ Arrival time: _____ Departure time: _____

Will you require a set up time one hour prior to rental? YES NO (please circle)

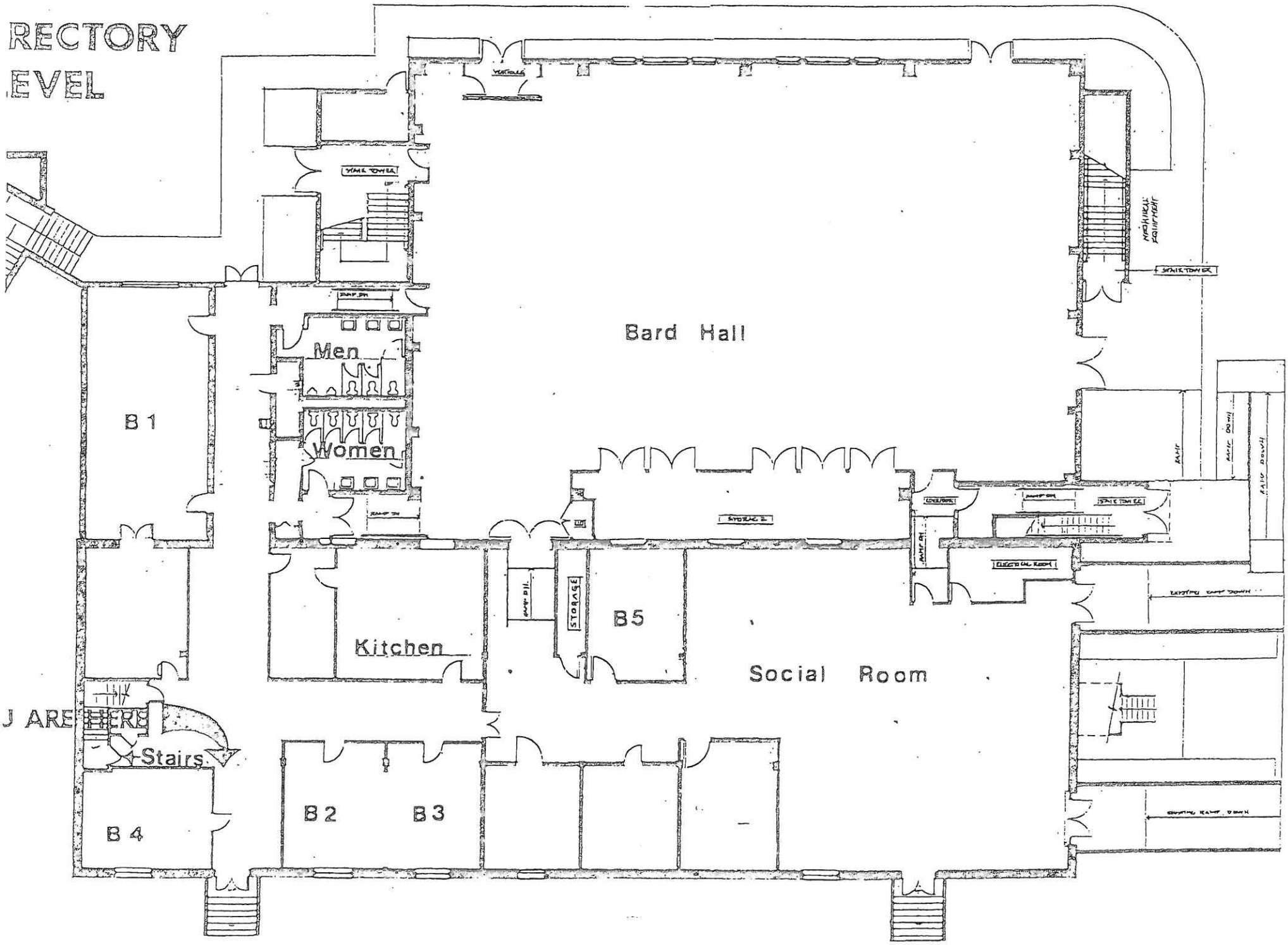
PLEASE CHOOSE FROM THE FOLLOWING: (circle)

	Borough Resident	Non-Borough Resident
Bard Hall – Hourly Rates: Monday through Friday – 8:00 AM – 5:00 PM	$25.00	$30.00
After 5:00 PM on weekdays or weekends includes staff	$43.00	$48.00
Social Room – Hourly Rates: Monday through Friday – 8:00 AM - 5:00 PM	$15.00	$18.00
After 5:00 PM on weekdays or weekends – includes staff	$33.00	$36.00
Room B-1, B-2/B-3, B-4, B-5, and Kitchen -		
Hourly Rates: Monday through Friday – 8:00 AM – 5:00 PM	$10.00	$12.00
After 5:00 PM on weekdays or weekends – includes staff	$28.00	$30.00
Gym I – Hourly Rates: Monday through Friday – 8:00 AM – 5:00 PM	$20.00	$24.00
After 5:00 PM on weekdays or weekends – includes staff	$38.00	$42.00
Gym II – Hourly Rates: Monday through Friday – 8:00 AM – 5:00 PM	$25.00	$30.00
After 5:00 PM on weekdays or weekends – includes staff	$43.00	$48.00

Available options:

Clean Up Fee	$25.00
Rentals over 100 people (one time charge) (required)	$25.00
Set up time (will be charged per hour)	$18.00
Extra Building Attendants (required for events over 200 people) (rate per hour)	$18.00
Security Guards may be required per hour	$18.00

TOTAL: _____


RECTORY
EVEL
Bard Hall
Men
Women
B1
Kitchen
STORAGE
B5
Social Room
J ARE
Stairs
B4
B2
B3

RULES AND REGULATIONS FOR RENTAL OF ROOMS

- Reservations for the use of the Community 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.
- 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.
- Groups cannot use confetti, silly string, tacks, staples, or tape to decorate. Please use adhesive putty.
- The Recreation Department reserves the right to change room locations to better accommodate groups using the building.
- Borough food permits are required by organizations that wish to sell or give away non-prepackaged food to the public.
- Animals and smoking are not permitted within the Community Center building.
- The use of alcoholic beverages and narcotics in or on the premises of the Community Center is prohibited. Persons under the influence of same shall be prohibited from entering premises.
- Renters of the Community Center shall respect the rights of others and conduct themselves in a manner acceptable and becoming to others.
- Proper care and use of the Community Center is required.
- In the event of any problem during your reservation, such as other parties intruding or in case of any emergency, please contact our uniformed Park Guard by calling the Municipal Pool at 709-2291, or if the pool is closed, please call the Borough Service Center at 263-4111 or contact the Chambersburg Police Department.

By signing this application I have received and read the rules and regulations for the use of the Community Center and our group agrees to abide by them, or we could be responsible for any costs to replace damaged items. The rules and regulations must be signed by the applicant.

_____ _____

Signature Date