

South Heidelberg Township, Berks County, PA

Rental Policy—Municipal Building Community Room

In acquiring the current municipal building site at 555A Mountain Home Road, The Board of Supervisors saw the opportunity to provide the community with a resource for private meeting/rental space by making the Community Room of the building available for rent on a limited basis. The Board also recognizes that doing so would incur inherent costs to the taxpayers of South Heidelberg Township and has therefore set out appropriate rental fees. The Board also deems it prudent to limit liability to the Township rising out of the use of the facility. To provide for maximum availability, safety of guests and to preserve the condition of the facility, the following rules and conditions governing use of the facility have been adopted.

- ◆ Rentals are limited to single use events. The Township is not entertaining long term, repeat use scheduling at this time.
- ◆ Rental Fees: Township Resident Rate (\$50/Hour—Minimum 2 Hours)
Non-Resident Rate (\$100/Hour— Minimum 3 Hours)
- ◆ A non-refundable security deposit in the amount of \$100.00 is required to reserve the date requested. The event will not be considered booked until the deposit is received. Payment will be accepted in the form of cash or check.
- ◆ A Certificate of Insurance naming the Township of South Heidelberg as an additional insured with liability policy limits of no less than \$1,000,000. along with an executed Hold Harmless Agreement (as supplied by the Township) must be provided to the Township Office no less than seven (7) days prior to the event. No exceptions to this requirement will be entertained.
- ◆ The individual executing the rental agreement will be personally responsible for all aspects of the rental including the full cost of repairs, replacement or restoration of any and all damages caused by renters occupancy of facility and/or actions of event guests.
- ◆ Events will be booked no more than six (6) months in advance.
- ◆ Maximum capacity is 75.
- ◆ Parking is permitted in designated areas only.
- ◆ Hours available are 8AM to 10PM (excluding holidays and dates conflicting with Township sponsored events)
- ◆ Township reserves the right to evaluate the appropriateness of proposed rentals based on specific circumstances.
- ◆ Appropriate noise levels must be observed, particularly during business hours.
- ◆ No alcohol, tobacco use or animals are permitted on Township property (including parking areas) at any time.
- ◆ Any and all illegal activities are prohibited.
- ◆ In order to preserve the condition of the facility, no tape, pins, nails or tacks may be used to affix any decorations.
- ◆ No open flame candles or other flammable items may be used with the exception of proper chafing fuel.
- ◆ All exits and exit signs shall be kept unobstructed at all times.
- ◆ All guests and equipment must be vacated from the premises by end of event.
- ◆ The willful misrepresentation of any information on the rental agreement will result in revocation of permission to use facilities and the surrender of security deposit.

