

Security Deposit - The lessee is required to pay a \$150.00 Security Deposit (\$100.00 is refundable; \$50 is non-refundable set-up fee) to reserve rental date and to insure that the facility is cared for properly. Any trash, food, beverages, and or damages to the facility will result in the forfeiture of the deposit. Floors left with scuffmarks in such a manner that the floors must be stripped and waxed, will result in forfeiture of Security Deposit and/or additional billing. Damages that exceed the Security Deposit shall be billed to the lessee. The removal and non-return LCPR equipment shall result in forfeiture of the Security Deposit. Equipment replacement costs that exceed the Security Deposit shall be billed to the lessee. LCPR Staff shall determine whether such damage has occurred. On the next business day following the rental, LCPR office will review staff evaluation following the rental to ensure the facility was cared for by the terms of this agreement. Following a positive evaluation, LCPR office will submit a request for refund of renter's security deposit to Lancaster County's Finance department. Renter will receive a check in the mail from Lancaster County's Treasurer Office. This process takes 2-3 weeks before renter will receive a check. ()

Rental Fee/Balance - The rental fee/balance must be paid in full no later than 14 calendar days prior to the scheduled date of use to include the security deposit. ()

Rental Cancellation - A rental must be cancelled no later than 30 days prior to the scheduled date of use. If renter cancels less than 30 days, LCPR will not be required to refund deposit or monies already paid. ()

Rental Refunds - The Director may authorize refunds of rental deposits, when the lessee gives notice of cancellation no later than 30 calendar days prior to the scheduled date of use. The Director shall review the cancellation and determine the percentage of refund. Should the Director determine that a loss would be suffered by LCPR they may deny a refund. In the event LCPR cancels a rental, reservation fees shall be refunded in full. ()

Catering - A lessee shall not cater nor have food catered on the premises without the approval of LCPR. Upon completion of a catered event, the caterers shall be responsible for the cleaning of the serving area. The serving area shall be left in manner as it was found. The Lessee and/or caterer shall be liable for any litigation related to food or beverages provided during use of the building. The lessee must produce a certificate of insurance for the vendor providing the catering. ()

Name of Caterer: _____ Phone: _____

Inflatables- Inflatables may be brought in for birthday parties with the approval of the LCPR. The person or company providing the inflatable must carry a Certificate of Liability Insurance for no less than \$1,000,000 per occurrence. LCPR will not provide set up or take down of the inflatable's and will not provide any generators. ()

Name of Company providing Inflatables: _____ Phone: _____

Damage to the Facility or Premises - The lessee will not cause or permit any nails, spikes, anchoring devices, lighting fixtures, or communication devices to be driven into or affixed in any manner to the interior or exterior portion of the facility without the consent of the Director. No signs, posters, banners, or advertising materials of any nature may be affixed to the interior or exterior of the facility without the consent of the Director. The lessee shall not paint, stain, color, or alter any portion of the premises or equipment within. The lessee shall not cause or permit anything to be done which might cause damage or change the finish or appearance of the premises. This shall include furniture or equipment be it the act of the lessee, their employees, agents, or guests. The Director shall determine whether any such damage has occurred, the amount of the damage, the cost of repairing or replacing such damage, and whether such damage is the fault of the lessee. ()

Services Provided by LCPR – Only the personnel necessary to the normal operation of LCPR’s recreation facilities will be furnished by LCPR. The lessee shall hire and pay salaries of all other employees it requires in connection with a rental. All tables and chairs owned by LCPR will be set up and taken down by LCPR. The lessee shall return the rented area to the same condition as it was found provided normal wear and tear. The lessee will be required to remove and dispose of all cups, plates, table coverings, decorations, and food, etcetera to include floor from all areas rented into trash receptacles. LCPR will remove and dump trash receptacles. If deemed necessary by the Director, a floor covering may be placed over floors as a protective measure. All or part of the Security Deposit may be retained if the rental is not cleaned as specified. ()

Subleasing of Space - The lessee shall not assign or sublease the rental space without the written consent of the Director. ()

Police Protection - The lessee shall provide at their cost such police protection if the event is open to the public and expects 300 attendees or more. At least two off-duty police officers (dressed in uniform) must be scheduled to work event for 300 attendees and this will be the cost of the renter. If renter expects more than 500 attendees, then three officers must be scheduled to work the event. Should the lessee fail or refuse to furnish the required police protection, the Director may require the same to be furnished and charge the cost to the lessee or cancel the rental. ()
Springdale Recreation Center rentals- Schedule officers through City of Lancaster Police Department
All other Recreation Centers- Schedule officers through Lancaster County Sheriffs Office.

Law Enforcement: _____ LE Contact: _____

Special Notices - Food, drinks and smoking will be restricted to designated areas. Consumption of alcoholic beverages on LCPR property is strictly prohibited. LCPR will not provide nor be held responsible for storage of equipment involved in or for items left or stolen during the time of rental. No confetti. No posters, banners, signs, or any literature may be posted on walls, hallways, trees, telephone poles, and light poles, vehicles, building premises, or embedded in any manner in the ground. Information may be handed out in the rented area only. ()

Renters may not cook in the kitchen, however, you can conduct food prep and use warmers. Frying is prohibited in the facility. Outdoor grills or fryers are acceptable outside of the facility, but must be at least 30ft away from the building. ()

Seating and Standing Capacity - Lancaster County has determined the maximum legal seating and standing capacity for all Recreation Centers. These capacity limits must be strictly adhered to. Rentals cannot be accepted for any number over the legal capacity. LCPR will provide tables and chairs up to the inventory stored at each Recreation Center. Additional tables and chairs for additional seating (not to exceed the limits below) must be provided by the lessee. ()

<u>Andrew Jackson Recreation Center & Indian Land Recreation Center:</u>		
<u>Room</u>	<u>Seating</u>	<u>Max Cap.</u>
Gymnasium 120' L x 65' W	Maximum Seating Capacity (with tables and chairs)	300
	Maximum Bleacher Capacity	200
	Maximum Standing Capacity (w/o tables and chairs)	450
Activity Room 40' L x 30' W	Maximum Seating Capacity (with tables and chairs)	100
	Maximum Standing Capacity (w/o tables and chairs)	125
Conference Room 26' L x 23' W	Maximum Seating Capacity (with tables and chairs)	25
	Maximum Standing Capacity (w/o tables and chairs)	50
<u>Buford Recreation Center & Springdale Recreation Center:</u>		
<u>Room</u>	<u>Seating</u>	<u>Max Cap.</u>
Gymnasium 170' L x 65' W	Maximum Seating Capacity (with tables and chairs)	500
	Maximum Bleacher Capacity	400
	Maximum Standing Capacity (w/o tables and chairs)	654
Activity Room 50' L x 40' W	Maximum Seating Capacity (with chairs)	144
	Maximum Standing Capacity (with tables and chairs)	103
Conference Room 26' L x 23' W	Maximum Seating Capacity (with tables and chairs)	25
	Maximum Standing Capacity (w/o tables and chairs)	50

General Notices-

- a. The lessee hereby release, jointly, and severally, LCPR, the County of Lancaster, its officers, employees, agents, and staff members from any losses, claims, damages, or lawsuit arising from the use of LCPR facilities by the lessee or their guests.
- b. Further the lessee hereby indemnifies and holds harmless, jointly and severally, LCPR, the County of Lancaster its officers, employees, agents, and staff members from any losses, claims, damages, settlements, judgments, and liabilities, including without limitation all costs, expenses and judgments relative thereto (including court costs and attorney's fees) that may be asserted against or suffered by the County of Lancaster as a result of or in connection with the use of LCPR facilities by the lessee and their guests.
- c. The Director, in their discretion, may require the lessee to obtain specific types of insurance coverage or security bonds as a condition of use of LCPR facilities.
- d. LCPR reserves the right to reduce or limit the hours or days for which LCPR facilities may be rented.
- e. The decision as to whether a proposed use or activity is appropriate to be conducted within any part of the LCPR's Recreation Centers shall rest solely at the discretion of the Director.
- f. The lessor warrants that it is in compliance with the American with Disabilities Act (P.L. 101-336) and that it will, in carrying out the requirements of this lease; comply with all respects with provision of the Act and in implementing regulations.
- g. LCPR has on hand a specific number of six foot rectangular tables and folding metal chairs depending on Recreation Center for rental use.

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I hereby certify that I am the authorized and responsible representative of the petitioning group; that the above statements are true to the best of my knowledge; that I have been provided a copy of the Rental Policies for Recreation Centers; that I understand and agree to abide by those policies set forth.

Signature of Renter: _____ Date: _____

Signature of LCPR staff: _____ Date: _____