

LANCASTER TOWNSHIP MUNICIPAL OFFICE  
1240 Maple Avenue, Lancaster PA 17603  
(717) 291-1213 • (717) 291-6818 (fax)

**RENTAL APPLICATION FORM**  
**MAPLE GROVE COMMUNITY BUILDING**  
1420 Columbia Avenue, Lancaster PA 17603

**RENTAL INFORMATION**

**WEEK DAY RENTALS: Security Deposit: \$100.00**  
**Hours:** Monday – Thursday: 8:00 a.m. – 11:00 p.m.  
Friday: 8:00 a.m. – 4:00 p.m.  
**Basic Rental Fee: \$25.00/hour**  
**Alcohol Fee: \$135.00**

**WEEKEND RENTALS: Security Deposit: \$200.00**  
**Hours:** Friday – 4:00 p.m. – 11:00 p.m.  
Saturday & Sunday: 8:00 a.m. – 11:00 p.m.  
**Basic Rental Fee: \$40.00/hour**  
**Alcohol Fee: \$135.00**

**Minimum rental time: 3 hours**

**PLEASE READ ENTIRE APPLICATION FORM – Signature is required on page one (1), page four (4), and page five (5)**

**No reservation will be held without prior approval of this rental application. Return all pages of this application with your security deposit; be sure to include proof of age.** Include set up and clean up time when calculating the number of hours you will need the building.

The security deposit is a separate fee, independent of the rental fee. If all rules are followed, the building is cleaned, and there is no damage to the property, the security deposit may be returned to rental applicant only. Rental fees must be paid two weeks prior to rental date. Checks are payable to Lancaster Township. \$35 fee for returned checks

Applicant's Name (& Organization): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: H) #: \_\_\_\_\_ Bus. \_\_\_\_\_ Email: \_\_\_\_\_

Day(s) & Date(s) of Rental: \_\_\_\_\_ No. of Hours: \_\_\_\_\_ Year: \_\_\_\_\_

Hour(s) of Rental: From \_\_\_\_\_ to \_\_\_\_\_ Type of Event: \_\_\_\_\_

Is the event a fundraiser: \_\_\_\_\_? Will tickets be sold to attend the event: \_\_\_\_\_? Preapproval required: \_\_\_\_\_

**Will alcoholic beverages be served &/or consumed?** No  Yes  **\$135 Additional Fee**

Anticipated Number of Attendance: \_\_\_\_\_ (**Maximum of 140 Persons**) Proof of age required: \_\_\_\_\_ (received)

Will you be present for Opening? \_\_\_\_\_ Closing? \_\_\_\_\_ Name of your representative: \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Please continue reading the Maple Grove Policies, Procedures, & Rental Agreement & Sign on page four (4) & five (5)*

**Township Use Only**

Rental Fee: \_\_\_\_\_ Total Hrs: \_\_\_\_\_

Alcohol Fee: \_\_\_\_\_ Notes: \_\_\_\_\_

**Record of Payments**

Sec Dep: \_\_\_\_\_ CR #: \_\_\_\_\_ CK #: \_\_\_\_\_ CC: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ CR #: \_\_\_\_\_ CK #: \_\_\_\_\_ CC: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ CR #: \_\_\_\_\_ CK #: \_\_\_\_\_ CC: \_\_\_\_\_ Date: \_\_\_\_\_

**Staff Check List/Notes**

App & Security Deposit Rcvd: \_\_\_\_\_

Entered: Bk: \_\_\_\_\_ Computer \_\_\_\_\_ Web \_\_\_\_\_

Confirmation letter sent: Date: \_\_\_\_\_

Rental fee rcvd: \_\_\_\_\_

Scheduled Attendant: \_\_\_\_\_

Security deposit returned: \_\_\_\_\_

Check #: \_\_\_\_\_ Note: \_\_\_\_\_

## LANCASTER TOWNSHIP – Maple Grove Community Building

### POLICIES, PROCEDURES, AND RENTAL AGREEMENT

#### RESERVATIONS

- All requests for use of Maple Grove Community Building must be submitted to the Lancaster Township Office on an official rental application form. **Preapproval by Township Manager required for all fundraising events. Events with admission charged at the door are not permitted.**
- All applicants must be at least 21 years of age. Be sure to include proof of age with application.
- **A reservation/security deposit of \$100.00 for weekday rentals and \$200.00 for weekend rentals is required to hold any reservation. The deposit is returned within one month of the rental date, provided the building is found in the condition prior to the rental, all rules are followed, and there are not problems with your rental. This deposit is a separate fee, independent of the rental fee. The deposit refund will be returned to the rental applicant only. All checks should be made payable to Lancaster Township.**
- No use will occur without approval of the application by Lancaster Township.
- All applications are considered on a first come, first served basis.
- **Rental fees must be paid in full at least two weeks prior to use. If we do not receive payment two weeks prior to rental date, Lancaster Township retains the right to rent the facility to another party.** Lancaster Township accepts personal checks when booking a rental more than two weeks in advance. When rental of the facility is arranged within the two-week time period, and an agreement is signed, only cash or credit card payments will be accepted for both the security deposit and the rental fee. The amount of the rental fee shall be as specified in the application packet.
- Credit cards accepted by Lancaster Township are Visa, Master Card and debit cards.
- The maximum number of occupants at any given time is 140.
- The agreement shall not be binding until signed by the applicant and Lancaster Township.

#### CANCELLATION REFUND POLICY

- If cancellation request is 21 days or more prior to event – 50% refund of security deposit. If rental fee has been paid, full refund of rental fee.
- Fewer than 21 days prior to event – no refund of security deposit or rental fee.
- Rentals not accepted – 100% refund
- Cancellations due to severe weather conditions – 100% refund at Lancaster Township's discretion.

#### RENTAL FEE GUIDELINES

- Hours available for rental: Sunday through Saturday, 8:00 a.m. until 11:00 p.m.
- Rental hours listed by applicant **must include** set up/clean up time.
- Basic use of facility includes the community building main room, kitchen, deck, and rest rooms. The park is always available for public use. The building is equipped with 30 tables (30" x 72") and chairs.
- Rental fee includes the service of a building attendant who will open and close the building for the event. Keys to the building **are not provided. There will be an extra fee of \$15.00 for any additional trips to the facility by the Township Staff.**
- If applicant will not be present when building is opened or closed, applicant must ensure their representative is present and aware of the terms and conditions of this agreement. The name of said representative must be provided to Lancaster Township in advance of the event.
- Additional fees will be assessed for damage to the facility or failure to leave facility in an acceptable and clean condition. Building attendant has authority to determine condition of building at the end of each rental. Both applicant and building attendant must sign the checklist after final inspection is complete.
- Building **must always remain occupied** by an adult (21 years or older) after being unlocked by the building attendant, and during the entire rental period.
- Lancaster Township is not responsible for lost or stolen articles.

**SUPERVISION**

- A minimum of one adult (21 years or older) must be present for every 15 attending individuals under the age of 21. Additional supervision may be required as deemed necessary by Lancaster Township.
- Names, addresses and telephone numbers of all chaperones must be included on the application form.

**CHAPERONES** - Please list chaperones below (**required**):

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| Name | Address | Phone |
|------|---------|-------|
|------|---------|-------|

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| Name | Address | Phone |
|------|---------|-------|
|------|---------|-------|

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| Name | Address | Phone |
|------|---------|-------|
|------|---------|-------|

**ALCOHOL USE**

- Alcohol is permitted, at an additional fee, when the person renting the facility is over the age of 21 and has it available as one of the beverages served/consumed at the activity for which the building was rented. Please note, as renter, you are responsible for your guests. Alcohol may not be sold to guests/participants of the activity and tickets may not be sold to an event where alcohol is provided. These are violations of the PA Liquor Code.
- **Under no circumstances are individuals under the age of 21 years permitted to violate state law by possessing and/or consuming alcoholic beverages at or during any activity at Maple Grove Community Building. Under-age drinkers and those serving alcohol to minors will be prosecuted to the full extent of the law. Deliberate violations of Pennsylvania laws regarding serving alcoholic beverages to minors or conspicuously intoxicated persons can result in prosecution and forfeiture of refundable deposit. Lancaster Township will not be liable for any alcohol related damage to personal property.**
- **When alcohol is to be served/consumed at Maple Grove, Lancaster Township reserves the right to contact police to monitor the building and activities.**
- A renter may engage a caterer to provide food and non-alcoholic drinks only. It is a violation of the PA Liquor Code for a caterer to provide alcohol for any event at Maple Grove.
- When alcohol is served and/or consumed, Lancaster Township requires renters to follow all of the rules and regulations set forth by the PA Liquor Control Board.

**LONG TERM RENTALS**

- Frequent, on-going renters may use storage facilities located at the community building if space is available. Lancaster Township will not be responsible for any items stored at the facility. Items must remain under lock and key, which will be provided by Lancaster Township at additional cost. Lancaster Township staff reserves the right to inspect storage bins at any time.

**SMOKING/ILLEGAL DRUGS**

- Smoking or the use of any tobacco product is not permitted inside the community building. Smoking or tobacco use is only permitted outside with the proper use of available containers to dispose of debris.
- Illegal drugs will not be tolerated. Persons using illegal drugs will be prosecuted to the full extent of the law.

**LIABILITY**

- Neglecting to return the facility to its original condition (as determined by building attendant) will result, at a minimum, in forfeiture of the security deposit.
- Any theft or unwarranted damage will be the financial responsibility of the individual/group renting the facility.
- Applicant will indemnify and hold Lancaster Township harmless for any and all personal injury and/or property damage caused by applicant or his/her guests, as stated in the rental application agreement.

*The undersigned does hereby remise, release and forever discharge the said Lancaster Township, its successors and assigns, its agents, employees and officials from any and all claims, right, and cause of action of any kind whatsoever or nature that may arise from and reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property and consequences thereof, which hereafter may be sustained by the undersigned or by any other person or persons using said premises with the knowledge and consent of the undersigned.*

*Furthermore, in consideration of the above stated, the undersigned, does hereby expressly stipulate and agree and hereby indemnifies and holds harmless forever, the said Township of Lancaster, it's successors, assigns, agents, employees and officials, from and against any loss of any kind whatsoever including but not limited to injuries to persons or damage to property and attorney's fees and all further claims, demands and actions in law or equity that may hereafter at any time be made or brought against the said Township of Lancaster by any person for the purpose of enforcing a claim for damages on account of personal injury or property damage that may be sustained by any person caused by the acts or omissions of the undersigned; the undersigned does hereby waive any and all rights of exemption, both as to real and personal property to which he, she, they or its heirs, successors or assigns may be entitled under the laws of this or any other state as against such claim for reimbursement or indemnity.*

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Accepted by Lancaster Township on: \_\_\_\_\_

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Township Representative

**LANCASTER TOWNSHIP – Maple Grove Community Building  
CHECK LIST ITEMS**

**Community Room**

- Eight tables and forty-eight chairs must be put back the way they were before the event.
- **DO NOT DRAG TABLES.** Please lift tables when setting up/tearing down for your event.
- Tables and chairs must be wiped off and cleaned if used.
- Floors must be swept and wet mopped. This includes the bathroom and kitchen floors.
- All trash must be bagged and put into the dumpster.

**Kitchen**

- Everything must be put back in its original place after use.
- All counter tops and sinks must be wiped off and cleaned.
- After using the dishwasher, it must be wiped down inside and outside and it must be dry inside.
- Everything from the dishwasher must be returned to its original place.
- After using the stove and/or oven, please wipe clean. If using the coffeepot, it must be clean & dry.
- The refrigerator & freezer must be wiped down & cleaned. Remember to remove all food items.
- Trash bagged and put into dumpster. Recycling must be emptied.

**Other Items**

- No smoking inside the building; Smoking permitted outside where ashtrays are located for proper disposal.
- No alcohol unless pre-approved by Lancaster Township. Alcohol is prohibited in the park and parking areas at all times. Remember, you are responsible for your guests.
- No confetti is permitted in the building.
- All decorations, including tape, must be removed.
- Cooking with a gas grill is not permitted on the deck, or in the building.
- Please remember to bring containers for leftover food. Lancaster Township does not provide containers, aluminum foil, plastic wrap, or dishwashing products.
- Bathrooms must be clean.

**Your Security Deposit is Forfeited if one of the Following Occurs**

- The building is not cleaned according to this checklist.
- You are not completely out of the building at the agreed upon time. **You will be charged \$50 for every additional 15 minutes beyond the agreed upon end time.**
- The fire alarm goes off accidentally by children/anyone and the Fire Company is called. If children will be at your event, please talk to them ahead of time to make sure they don't play with the fire alarm.
- The police are called for any type of disturbance.
- The building is left unoccupied after being unlocked by the building attendant.
- Alcohol is present served/consumed by guests without additional fee or prior notification to the township.

**I have read, understand, and agree to the above conditions:**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LANCASTER TOWNSHIP – Maple Grove Community Building  
BUILDING ATTENDANT AND RENTER CHECKLIST  
AT END OF RENTAL**

*Applicant or designated person must be present with the Building Attendant until this list is signed & completed.*

- Renter is ready to leave at predetermined departure time.
- All food and water pans are in the warming table.
- All pots and pans are under prep table in kitchen.
- Dishwasher is empty and dry.
- All kitchen counters are clean.
- All food and beverages are removed from refrigerator/freezer.
- All tables and chairs are wiped clean prior to storage.
- All floors are clean.
- Room is arranged properly with 8 tables and 48 chairs.
- Decorations and tape are removed.
- All doors are locked including 3 sliders, outside kitchen door, outside bathroom doors, and side entrance into main room.
- Bathrooms are clean.
- Trash and recycling containers are empty and bags were taken to dumpsters.

**NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please remember that the building attendant has full authority to determine acceptable conditions of Maple Grove Community Building.

|             |                               |                               |
|-------------|-------------------------------|-------------------------------|
| _____       | _____                         | _____                         |
| <b>Time</b> | <b>Signature of Applicant</b> | <b>Signature of Attendant</b> |

**(To be signed upon completion of rental)**