

REQUEST FOR USE OF FACILITIES

ZULLINGER COMMUNITY CENTER

Mailing Address: P.O. Box 245

Zullinger, PA 17272

Website: <http://www.zullingereventcenter.com/>

Booking Agent: 717-404-8875

Date of Application: _____

Name of Group, Individual, or Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____

Date(s) of Event(s): _____

Approx. Time Entering Building/Grounds: _____ Approx. Time Leaving Building/Grounds: _____

Contact Person(s):

Name: _____

Address: _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Name: _____

Address: _____

Home Phone: _____ **Cell Phone:** _____ **Work Phone:** _____

Person or Persons Responsible at the Function: _____

Please state briefly the purpose of your function and/or intended use of the facility and/or grounds.

Please "X" beside desired rental:

___ **Building Only** (Excludes Pavilion use which may be rented out by a different party at the same time and requires sharing restrooms)

___ **Pavilion Only** (Excludes Building use which may be rented out by a different party at the same time and requires sharing restrooms)

___ **Building and Pavilion** (No other parties can rent any facilities)

___ **Weekday Business Special** (Building only, Mondays through Thursdays except Holidays 7am-4pm)

The playground area is considered a public area of the grounds and can be used by renters and also public.

Exclusive use of this area is not given to renters.

Approximate Number attending: _____

Will you need the video/sound system? (Building use only) ___ Yes ___ No

Will the use of the kitchen facilities be required? ___ Yes ___ No. Kitchen utensils and kitchen ware is available for building rentals. Any food items left behind will be disposed of immediately.

Do you desire to use sign? (Additional fee) ___ Yes (Please complete sign rental form) ___ No

Signature of Authorized Person(s)

Date

Please Print Name

**RULES, REGULATIONS, AND FEES FOR USE OF
ZULLINGER COMMUNITY CENTER FACILITIES**

1. A request for permission to use the Zullinger Community Center facilities shall be made through the submission of a *Request for Use of Facilities* and a **\$50.00 nonrefundable security deposit**. All remaining balances must be paid on or before the date of the event.
2. There will be no alcoholic beverages or use of drugs allowed anywhere on the property. Exception: A champagne toast is allowed for wedding receptions or other appropriate events.
3. **No tobacco products are allowed in the facility**. Smoking is permitted outside of the facility.
4. **Attachments and decorations are allowed to walls or ceilings but TAPE is not to be used to attach those items**. Writing or marking of any kind on chairs, tables, or walls is not allowed. There will be no exceptions to this rule!
5. All trash should be tied in garbage bags and is to be disposed of by the person(s) responsible for the function.
6. Kitchen equipment, utensils, etc. should be cleaned and returned to their proper place after usage. Used dish-towels should be left laying by the sink for the community center staff to clean. The stove must be cleaned, including the ovens as well as the burners.
7. Tables and Chairs need to be wiped off and stacked back up in the same place they were found. Picnic tables in Pavilion area need to be wiped off and returned to their original locations.
8. Brooms, dry mops and a wet mop have been provided in the hallways leading to the bathrooms. Renters are responsible to **DRY MOP** and **WET MOP all floors** regardless of how long the building was used and/or condition it may appear to be in.
9. All lights and water, including those in restrooms, must be turned off before leaving the building.
10. Heating and air conditioning controls should be returned to following settings:
 - a. Heat-55 degrees and left on
 - b. Air-turned off at the conclusion of event
11. DJ services and dancing are permissible. No rice, confetti or birdseed may be thrown on the property.
12. Adult supervision is absolutely required when children and youth are anywhere on the facility grounds.
13. No roller blades, skateboards, "wheelies", or shoes with cleats are allowed anywhere inside the building.
14. Any property damage found upon completion of your rental will be evaluated and monetarily assessed. The Board of Directors will determine whether the person(s) responsible at the function will be held liable to pay for any damaged property. In addition denial of future rentals will be implemented until the damage is paid for.
15. Failure to clean the facility, including **DRY and WET mopping all floors** may result in a cleaning fee of \$25.00 and will be collected from the person(s) responsible for the function. In addition denial of future rentals will be implemented until the fee is paid.

The following fees shall be charged for the use of the facilities:

A. Building Rental Only*	\$100.00
B. Pavilion Rental Only*	\$70.00
C. Building & Pavilion Rental*	\$160.00
D. Weekday Business Special*	\$60.00
a. Monday through Thursday except Holidays	
b. Access to building from 7am-4pm	

*The playground area on the grounds is open for use by renters and the public.
Renting the building or pavilion does not grant sole use of this area.

Fees are to be paid to Zullinger Community Center (cash or check) and mailed with this request form to: Lori Morrow, 13339 Longview Ave., Waynesboro, PA 17268. The remaining balance is due on the day of the event. A \$25.00 return check fee will be assessed for all returned checks.

If the event is cancelled within 15 days of scheduled date, a \$50.00 cancellation fee will be charged.

I/we have read the rules, regulations, and fees and agree to comply with the above-mentioned rules and regulations. I/We understand that failure to abide by the rules and regulations may result in additional fees and result in denial of future rentals. It may also result in immediate removal from the facility.

Signature of Authorized Person

Date

Office Use Only: Paid in Full Cash/Check # _____ Notes:
 Deposit Pd. Cash/Check# _____
 Date Confirmed Sign Rental