

Effective 6/15/2018

AVRCC REC CENTER RENTAL APPLICATION

- **Rental Fees and Hours:**
 - Mon - Thurs: \$200 per day; cleaned and closed by 10PM
 - Friday: \$250 per day; cleaned and closed by 10PM
 - Saturday: \$325 per day; cleaned and closed by 10PM
 - Sunday: \$325 per day; cleaned and closed by 10PM
- **Security Deposit: \$150.00 (no money orders accepted)**
- **Must receive 2 separate checks – one for the rental; one for the security deposit.**
Rental check will be deposited immediately. Security deposit check will be held and if facility is clean with no damages, check will be shredded.
- **Checks – Make payable to AVRCC – mail or drop at 905 Byram Street, Reading, PA 19606**
- **\$25 fee for returned checks.**
- **Restrictions: Any violations of below restrictions will automatically forfeit security deposit.**
 - 1) **Rental fee is Non-Refundable.**
 - 2) **No alcohol anywhere inside or outside the building.**
 - 3) **No smoking inside the rec center.**
 - 4) **No confetti or glitter permitted. Any found will forfeit security deposit.**
 - 5) **No ornamentation (streamers, etc.) may be hung on the interior walls or from the ceiling. Absolutely NO tape on the walls.**
 - 6) **The building must be cleaned and cleared by 10PM for Security Deposit refund. If building not cleaned, trash removed, etc., you will be charged a cleaning fee of \$25/hr which will be taken out of your security deposit.**

Tables/Chairs: Rectangular tables and folding chairs are available for approximately 100 people.

To Reserve a date:

1. Complete the form below.
2. Mail or drop off this form at the office along with 2 checks for the rental and security deposit.
3. Rental check will be deposited. Security Deposit will be held and voided after date of event if the rec center has been properly cleaned and cleared by 10 PM.
4. You will be notified when the reservation is confirmed.
5. Once the building is opened you will need to have a person inside until your event is over.

Please Print: Name: _____
Address: _____
Phone #: _____
Email: _____

Date of Event (mm/dd/yy): _____ Mon ___ Tues ___ Wed ___ Thu ___ Fri ___
Sat ___ Sun ___

Type of Event: _____

Rental Check # and amount: # _____ / \$ _____ Security Deposit Check # _____

Contact: Pool Office: 610-779-5240 office@antietampool.org