

Effective 10/12/2020

**AVRCC REC CENTER RENTAL APPLICATION**

Rates will increase \$25 effective 1/1/21. Events booked in 2020 for 2021 will be at the current rates.

- **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: \$275 per day; cleaned and closed by 10PM
  
- **Security Deposit: \$150.00**
- **Must receive 2 separate checks – one for the rental; one for the security deposit.**  
**Both checks will be deposited upon receipt. Security deposit check will be refunded if facility is clean with no damages – see #6 below.**
- **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) **DO NOT hang ANYTHING on the interior walls or ceiling.**
  - 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. We will return the balance.**

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

Cell 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 # \_\_\_\_\_

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Contact: [office@antietampool.org](mailto:office@antietampool.org) From Memorial Day to Labor Day – 610-779-5240

Emergency contact **only** – **please text and say it is regarding a rec center rental** – 610-496-2334  
or 610-914-8789