

Effective 8/01/2021

## AVRCC REC CENTER RENTAL AGREEMENT

- **Rental Fees and Hours:**
  - Mon - Thurs: \$225 per day; cleaned and closed by 10PM
  - Friday: \$275 per day; cleaned and closed by 10PM
  - Saturday: \$350 per day; cleaned and closed by 10PM
  - Sunday: \$300 per day; cleaned and closed by 10PM
- **Security Deposit: \$150.00** - required to book date. Will be deposited. Will be refunded within 30 days after event if facility is clean with no damages – see #5 below.
- **Rent – Due prior to 30 days before event date.** Checks – Make payable to AVRCC – mail or drop at 905 Byram Street, Reading, PA 19606. Money orders are accepted. Rental Fee is not refundable.
- **\$25 fee for returned checks.**
- **Restrictions: Any violations of below restrictions will automatically forfeit security deposit.**
  - 1) No alcohol anywhere inside or outside the building.
  - 2) No smoking or vaping inside the rec center.
  - 3) No confetti or glitter permitted. Any found will forfeit entire security deposit.
  - 4) DO NOT hang ANYTHING on the interior walls or ceiling.
  - 5) 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 within 30 days after the event.

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

### To Reserve a date:

1. Complete the form below. Please make sure all information is printed legibly.
2. Mail or drop off this form at the office along with 2 checks or money orders for the rental and security deposit. We will contact you to let you know monies have been received and date has been reserved.
3. We will text you the night before or the morning of the event with a code for the key box next to the door. Keys must be returned to the key box at the end of the event.
4. You must be cleaned up and out of the building by 10PM due to the local noise ordinance.
5. Do not leave the building unlocked while unattended at any time during your rental.

**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 # \_\_\_\_\_ /\$ \_\_\_\_\_

12-month 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