

Effective 11/19/2022

## 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: \$400\* per day; cleaned and closed by 10PM
  - Sunday: \$350\* per day; cleaned and closed by 10PM
- **\*Current Antietam Pool members receive one discounted rental per year.**
- **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 below). If you have paid the deposit and cancel, we will only refund your deposit if we are able to re-rent your date.**
- **Rent – Due prior to 30 days before event date. Checks/Money Orders – Make payable to AVRCC – mail or drop at 905 Byram Street, Reading, PA 19606. Rental Fee is not refundable.**
- **\$25 fee for returned checks.**
- **Restrictions: Any violations of below restrictions will automatically forfeit security deposit.**
  - No alcohol anywhere inside or outside the building.
  - No smoking or vaping inside the rec center.
  - No confetti or glitter permitted. Any found will forfeit entire security deposit.
  - DO NOT hang ANYTHING on the interior walls or ceiling with tape. May use Command products.
  - 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: 8 Foot rectangular tables and folding chairs are available for approximately 100 people.**
- **To Reserve a Date:**
  - Complete form, printing legibly.
  - Mail or drop off form at pool office (905 Byram St, Reading, PA 19606) with \$150 security deposit. If no one in office, place in mail slot in blue pool office door. If you drop off, text 610-914-8789 to let us know and we will let you know we received it.
- **Keys: We will text you a code for the key box located on the rec center building the night before or morning of your event. Lock the door and return keys to key box using the same code at night. DO NOT leave building unlocked while unattended at any time during your rental.**
- **Day of Your Event: You can get in at 9 am and must be cleaned up and out of the building by 10pm.**

**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@gmail.com** 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