

Effective 11/07/2023

## AVRCC REC CENTER RENTAL AGREEMENT

- **Rental Fees and Hours:**
  - Mon - Thurs: \$325 per day; 9AM - 10PM
  - Friday: \$375 per day; 9AM - 10PM
  - Saturday: \$600\* per day; 9AM - 10PM
  - Sunday: \$375\* per day; 1PM - 10PM
- **Late fee:** \$75.00 per hour if not cleaned and locked up by 10 PM
- **\*Current Antietam Pool members receive one discounted rental per year.**
- **Security Deposit: \$200.00** - required to book date. Payment will be deposited. You will be mailed a check within 30 days after event if facility is clean with no damages. If you have paid the deposit and cancel, the deposit will not be refunded.
- **Rent – Due 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.
- **\$40 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.
  - 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 \$50/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 \$200 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 9:00am 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.

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### **Check Out Procedures:**

- **Put all trash in the dumpster(s) at the end of the parking lot.**
- **Break down any boxes or large items before putting them in the dumpster.**
- **All balloons need to be popped before being put in the dumpster.**
- **Tables should be stacked neatly on the pallets in the back room.**
- **Chairs should be put on the two rolling chair racks.**
- **Cleaning supplies are in the closet under the steps. There are several brooms, dry mops and a mop and bucket. The floor is not to be dirty or sticky when you leave.**
- **Check the bathrooms. Toilets should be flushed and any paper on the floor should be in the trash. Remove trash bags that are full.**
- **The kitchen needs to be clean. Check the oven, microwave and refrigerator. Refrigerator door should be closed tightly. Counters and floor should not be dirty or sticky.**
- **If it is winter, the heat should be set at 58 degrees when you leave.**
- **Make sure all doors are locked. If the second door has been unlatched, latch that one at the top and then lock the opposite door. Check the doors to the playground area and the doors at the back of the room.**
- **Put the key back in the lock box and lock it up.**