

LTFD BANQUET HALL

RENTAL FORM: POLICIES AND PROCEDURES

Name of Applicant (printed): _____

Date(s) of Use: _____

Hours of Use: _____

Deposit / Reservation Fee (\$100 / \$100): _____ Kitchen Use: _____

RESERVATIONS

- All requests for use of the Banquet/Meeting Room must be submitted to the Lancaster Township Fire Department (LTFD) facility coordinator on a rental application form.
- All applicants must be a member of LTFD.
- Participation Eligibility Requirements (based on prior year's activity):
 - Ten (10) percent of calls for fire fighters and fire police
 - Fifty (50) percent of events for support group
- No use will occur without approval of the application by the facility coordinator.
- LTFD members are allowed two (2) free rentals per calendar year. Each free rental requires a \$100 security/cleaning deposit fee. The deposit fee will be returned provided the areas used are found to be satisfactory. **Please note this could take up to 30 days.**
- After the second rental, a fee of \$100 rental fee will be charged to the applicant. A \$100 security/cleaning deposit fee will be required along with the \$100 rental fee. The deposit fee will be returned provided the areas used are found to be satisfactory.
- **Rental / deposit fees must be paid in full at least two (2) weeks prior to use. If we do not receive payment two weeks prior to your rental date, the LTFD has the right to rent the facility to another party.**
- All applications are considered on a first come, first serve basis.
- The maximum number of occupants at any given time is 100.
- This agreement shall not be binding until signed by the applicant and the facility coordinator.

CANCELLATION REFUND POLICY

Rental / Deposit Fee:

- 14 days or more prior to the event - 50% refund.
- Rentals that are not approved - 100% refund.
- Cancellations due to severe weather conditions: 100% refund at the LTFD discretion.

RENTAL FEE GUIDELINES

- Hours available for rental: Monday - Sunday: 8:00a.m. - 11:00p.m. Unless LTFD activity scheduled. (Request for early hours may be approved by facility coordinator)
- Rental hours listed by applicant **must include set-up and clean-up time.**
- Basic use of facility includes the Banquet Room and rest rooms. Kitchen use must be requested on the application (facility coordinator reserves the right to deny kitchen use)
- Banquet hall and kitchen must be cleaned prior to leaving the facility. Below is a list of responsibilities.

Banquet Hall

Tables and chairs should be wiped off and cleaned if used.

All decorations including tape must be removed. Tape is not permitted on drywall.

Floors should be swept and/or mopped if dirty and this includes the bathroom floors and the kitchen floor. Trash should be bagged and put into dumpster.

Kitchen

None of LTFD supplies should be used. Please bring your own.

All counter tops and sinks should be wiped off and cleaned.

After using the stove and/or oven, they should be wiped clean.

The refrigerator and freezer should be wiped down and cleaned. Also take out all of your food items.

- All reserving parties are responsible for bringing their own provisions and cleaning supplies. At no time should the reserving party use any LTFD supplies. (Not including restroom facilities)
- Security deposit fees and/or loss of use will be assessed for damages to the facility or failure to leave facility in an acceptable and clean condition.
- The building **must always remain occupied** by the requesting LTFD member during the requested hours.

SMOKING/ILLEGAL DRUGS/ALCOHOL

- Smoking or the use of any tobacco is **not permitted** inside the Banquet Hall. Smoking or tobacco use is permitted outside with proper use of available containers to dispose of debris.
- **Illegal drug use will not be tolerated.** Persons using illegal drugs will be prosecuted to the full extent of the law.
- **Alcohol is not permitted.** If alcohol is found to be used inside or on LTFD property, the responsible individual or group will be subject to disciplinary action by the LTFD Board of Directors.

LIABILITY

- Neglecting to return the facility to its original condition (as determined by the LTFD Board of Directors) will result, at minimum, in disciplinary action.
- Any theft or unwarranted damage will be the financial responsibility of the individual/group renting the facility.
- Applicant will indemnify and hold LTFD harmless for any and all personal injury and/or property damage caused by applicant or his/her guests.

I, the undersigned, have read all of the above policies, procedures and terms of this agreement. I agree to strictly comply with said policies and procedures and to be bound by the terms of this agreement..

Signature of Applicant Date

Accepted by Lancaster Township Fire Department this _____ day of _____.

LTFD Facility Coordinator or Appointed Representative