

II. GUIDELINES FOR USE OF THE COMMUNITY ROOM

A. Rules and Regulations:

1. Camp Hill based organizations (civic or nonprofit) may use the Camp Hill Community Room and are exempt from being charged to use the Community Room.
2. The Community Room may be rented for private functions such as parties, wedding receptions, banquets, etc, if approved by the Camp Hill Borough.
3. Camp Hill civic or nonprofit organizations must schedule at least 20 days in advance using the application supplied by the Borough.
4. Non-civic groups and organizations outside the borough must schedule at least 20 days in advance using the application supplied by the borough.
5. All groups using the Community Room must depart, including clean up by 12:00 AM. Guest agrees to begin its function promptly at the scheduled time and the guest, its attendees or invites agree to vacate the designated function space the closing hour indicated. In the event of a reservation change the Recreation Director must be notified in advance and must approve the schedule change a week in advance.
6. Borough property may not be removed from the building at any time.
7. The building monitor's fee is \$28, and the monitor number will be given to you prior to your event. The monitor will be present at the beginning of your event to open the building and at the end to close up the building. **IF THE MONITOR IS CALLED DURING YOUR EVENT, THE MONITOR WILL BE PAID OUT OF YOUR DEPOSIT \$10 FOR EACH CALL BACK. IF YOU ARE NOT HERE AT THE SCHEDULED TIME TO OPEN AND NOT DONE AT THE SCHEDULED TIME TO DEPART, THE MONITOR WILL BE PAID \$25 FOR EVERY 60 MINUTES YOU ARE LATE.**
8. Nails, all tape, screws or any other devices which cause permanent damage to the community room cannot be used to place decorations, signs, or banners in any part or any wall of the building. All decorations must be removed from the room and off tables.
9. No animals in the community room, unless needed for assistance.
10. All refuse must be placed in their proper receptacles and then placed in the dumpster. Recyclables (can, bottles, and plastics bottles) must be separated into receptacles provided by the Borough. After all cans are emptied into the dumpster (Out back door of kitchen), all cans must be relined with bags provided by borough.
11. Renter will return the Community Room, bathrooms, hallway, and exterior to the clean and orderly condition it was in prior to rental. All chairs, tables, etc., will be returned to their proper places and wiped off, if necessary. Carpet should be vacuumed (vacuum is in closet with the chairs), wooden floor should be dry mopped or wet mopped, if necessary (mop is in closet in the kitchen), and kitchen floor should be wet mopped.
12. Renter will provide dishes, eating utensils, tablecloths, napkins, etc.
13. Thermostats are set and shall not be changed.
14. Renter must read and comply with the check list posted in the kitchen.

15. For Community Groups only, if setup is required by Borough, the group must provide the Borough with a detailed diagram of the table and chair setup one week before event. Set up not provided for private rentals.
16. The Borough of Camp Hill reserves the right to reject or revoke any application or amend these rules and regulations at any time.
17. Cancellations of room usage for regularly scheduled meetings (ie. monthly, weekly) by Community Groups who have regularly scheduled meetings must be made at least 24 hours in advance.
18. All coolers and or kegs MUST be kept in the kitchen at all times.
19. No doors may be propped open during functions.
20. Although alcohol beverages may be served by renter in accordance with Pennsylvania law, renter assumes any all liability for injury or damage to persons or property resulting from the service or provision of alcohol beverages to any guest or attendee. In the event no application is made for the alcoholic beverages and alcoholic beverages are found in the facility, you will lose your security deposit.
21. Tobacco products WILL NOT be used in the Camp Hill Borough Building.
22. If a person accidentally pulls the fire alarm, ALL expenses incurred will be deducted from renter's security deposit.
23. Guest agrees to be responsible for any damages done to the premises or any other part of the building, including the bathrooms during the time of the function.
24. The borough will not assume responsibility for damages or loss of any merchandise or articles left in the community room, bathroom, or lobby.
25. **ABSOLUTELY** no glitter, confetti, sparkles, or small numbers are allowed to the Borough Building.
26. Open flamed candles will not be permitted.
27. No fog machines are permitted.

B. Fees:

1. Fees as listed on the previous page should be made payable to the Camp Hill Borough. Security Deposit must be submitted at the time the application is approved by the Borough and payment for rental is due two weeks prior to rental.
2. The security deposit is required at the time of application and should be dated for day of function. The remaining fees must be paid two weeks prior to the function. The security deposit will be returned to the renter after the function is held minus deductions for damages, additional cleaning services incurred during the function and overtime used for the Building Monitor. Any of the above conditions will be indicated by the building monitor at departure time.
3. If a reservation is canceled for a party, reception or banquet, the renter forfeits the security deposit but will receive a refund for all other fees.

4. The fees listed typically apply to renting the room for a six hour window or anything over that is considered a full day. Hours are based on times available when contract is being completed. Events can't start earlier than 7 AM and must be completed by 12 AM. In case of receptions, banquets, or other special functions, these times may be adjusted within reason to accommodate the needs of the renter and the Borough. If the renter needs to rent the room for more than one time period, additional fees may be charged based on the availability of the room on the date the reservation is being requested.

C. Priority of Multiple Requests for Usage:

1. Borough Council, American Legion Post 43, official boards, Committees, Commissions and Community Recreation programs of the Borough of Camp Hill
2. Authorized groups and/or organizations based in the Camp Hill Borough.
3. Other organizations and individuals on a first come, first security deposit paid basis.

D. Capacity of the Community Room:

1. Maximum capacity of section A is 50 people, the maximum capacity of section B is 50 people, and the maximum capacity of section C is 50.
2. The whole room holds approximately 200 people and holds 35, 8 foot long tables and 200 chairs.

E. Insurance:

1. Renters must provide the Borough with a current copy of proof of liability insurance. A copy must be provided before a rental is approved by the Borough.