

**For Office Use Only:** Deposit Received: \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Check #: \_\_\_\_\_ Staff Initials \_\_\_\_\_

Final Payment Received: \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Check #: \_\_\_\_\_ Staff Initials \_\_\_\_\_

**SOUTHERN END COMMUNITY ASSOCIATION**

**P.O. Box 67 / 299 Park Avenue  
QUARRYVILLE, PA 17566-0067  
Phone: (717) 806-0123**

**RENTAL AGREEMENT**

Lessee (Organization/Individual): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ ALT #: \_\_\_\_\_

Rental Date: \_\_\_\_\_ TIME In: \_\_\_\_\_ Out: \_\_\_\_\_

Type of Function: \_\_\_\_\_

***NOTE IF YOU ARE IN FACILITY PRIOR TO OR LATER THAN THE ABOVE TIMES, YOU MAY LOSE YOUR SECURITY DEPOSIT. RENTAL TIME CHANGE REQUESTS MUST BE RECEIVED and APPROVED BY THE SECA DIRECTOR ONE WEEK PRIOR TO YOUR EVENT. (Additional Fees may apply.)***

In consideration of the mutual promises contained in this agreement and intending to be legally bound, the parties agree as follows:

Facility(ies) to be used: (Specify)

**SECA CENTER**

Rental Fee: **\$400** Security Deposit: **\$250**

(Please write a separate check, to be returned After the Event)

**Maximum Occupancy: 150 persons**

**Total Due: \$650**

**THE BUILDING IS A SMOKE FREE BUILDING.  
MAXIMUM OCCUPANCY IS 150 PERSONS.**

1. Lessee will strictly comply with the rental times and rental fees set forth in this agreement.  
**To guarantee rental, a minimum deposit of \$250 and signed contract must be returned to SECA as soon as possible to secure your date. Final payment must be made within one week prior to the event. Please write separate check for the security deposit. This check will be returned after the event and building inspection.**

2. Lessee cancellation less than Thirty (30) days prior to the event will forfeit 50% deposit and further cancellation will forfeit 100% of rental fee.
3. Lessee will comply with the attached rules and operations and such rules and operations are part of this agreement as is set forth within this agreement.
4. Lessee is responsible for maintaining the Facility and understands that Lessee will be held financially accountable for any damage occurring while Lessee occupies the Facility. Lessee also agrees to leave said Facility in a clean state, as determined solely by Lessor, and Lessee understands that failure to do so may result in forfeiture of the Security Deposit and additional charges, if the Security Deposit is insufficient to restore the Facility to original condition.
5. Lessee is responsible for ensuring that any food service equipment, supplies and beverage service used or furnished at the Facility (ies) are in full compliance with all applicable laws, ordinances, rules and regulations of all government agencies having jurisdiction, as if these laws, rules and regulations were fully rewritten in this lease.
6. All rental fees will be for the agreed time and date only. All functions must cease and the rented area(s) must be vacated, all personal property removed, and restored to clean and original condition not later than the date and time specified in this agreement. Lessee shall be liable for any damages to Lessor or other Lessees resulting from its failure to timely vacate the rented area(s).
7. Lessor is not responsible for any injuries, damages or loss to any person or any personal property brought onto the Facility.
8. Lessee's representatives reserve the right to enter the Facility at any time during the period of rental to assess compliance with any applicable laws, rules, regulations or terms of this Rental Agreement. Lessor's representatives have the authority to terminate this rental agreement at any time for non-compliance with applicable laws, rules, regulations or the terms of this Rental Agreement without reducing the rent due or refunding any rent paid.

In consideration of the foregoing rental agreement, Lessee hereby releases, acquits and forever discharges Lessor, its employees, officers, directors, trustees and members from any and all liability including, without limitation: any and all property damage, personal injury, illness, death or any thing resulting from or as a result of the rental of said premises and Lessee hereby agrees to indemnify, defend and hold harmless Lessor, its agents, employees, officers directors, trustees and members from and against all liabilities, obligations, damages, penalties, claims, causes of actions, costs, charges and expenses, including reasonable attorneys' fees which may be imposed upon or incurred by or asserted against Lessor by any person or entity.

**SOUTHERN END COMMUNITY ASSOCIATION**  
 "Lessor"

By: \_\_\_\_\_ SECA Representative

Lessee \_\_\_\_\_ Date \_\_\_\_\_

# **RULES AND OPERATIONS**

**THE BUILDING IS A SMOKE FREE BUILDING. ALL SMOKING MUST BE DONE OUTDOORS. YOUR CO-OPERATION IS GREATLY APPRECIATED.**

**Leave the facility cleaner than you find it.**

**Anything broken or not working must be reported to the SECA Office AT (717) 806-0123.**

**Key must be picked up at the SECA building. Monday through Friday between 9:30 AM and 1:00 PM, and returned the next business day.**

## **CLEANUP**

- **ALL CLEANING SUPPLIES ARE LOCATED IN THE DOWNSTAIRS PHONE CLOSET.**
- Trash is to be removed and taken to Dumpster. Replace trash bags in containers.
- Please vacuum carpet at end of event. (Stage and Hallways only)
- Wood Flooring is to be moped with WATER ONLY!

## **LIGHTING**

- Restroom lights and fans are operated by switch outside of restrooms on downstairs level.
- Switches behind bar operate individual fixtures downstairs.
- Turn off all lights at end of event.

## **HVAC**

- Upper room thermostat is located in northeast corner. Adjust temperature for heat or cool and turn fan to AUTO.
- Lower room thermostat is located behind the bar. Adjust temperature for heat or cool and turn fan to AUTO.
- At the end of the event, set Heat to 65° and Cool to 75° and turn fan on AUTO.

## **CHAIRS & TABLES**

- Chairs and tables can be arranged as you wish for your event. Return them to original layout when the event is over. Extra tables and chairs are in upstairs back storage area.
- Tablecloths are the responsibility of the Lessee
- All tape used to secure table clothes must be removed at the end of your event.

## **ALCOHOL**

- Wine and alcohol may be brought in. Remove all alcohol at end of event.

\*\*Decorations: You may decorate the room to your taste, however you **may not** secure them using tape, tacks, or push pins to the walls.

\*\*Items in coolers and on storage shelves belong to SECA.

\*\*Restroom supplies are in phone closet on lower level.

\*\*All doors and windows must be secured at the end of event.

In case of emergency contact:

**CONTACT FIRST:**

**CONTACT SECOND:**