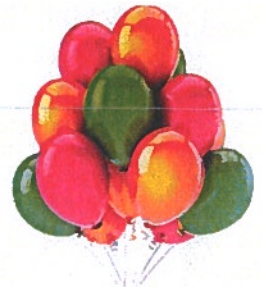




**PENNSBURY VILLAGE CONDOMINIUM ASSOCIATION
REQUEST FOR RENTAL OF THE COMMUNITY ROOM
(MAXIMUM CAPACITY OF 100)**



2019

2019

COMMUNITY ROOM IS A NON-SMOKING FACILITY

Resident's Name _____ Current Date _____

Unit Address: _____ Daytime Phone: _____ Home Phone: _____

In consideration of the fees set forth, you have rented the Community Room for the following function:

Function: _____ Number of guests: _____

Date Scheduled: _____ Time: _____ To: _____

1. A function may begin no earlier than **8 a.m.** and **must end** by **1 a.m.** the following morning. The Community Room must be vacated by 1 a.m. Failure to vacate the room by the checkout time of 1 a.m. will result in an immediate imposition of an additional rental fee in the amount of \$25.00.
2. The renter of the Community Room must be an **owner or tenant** of Pennsbury Village and must be in attendance the entire period of the function. **Owner approval is needed** for tenant use of room.
3. Lessee agrees to save harmless and indemnify Pennsbury Village Condominium Association, the Condominium Officers, Employees, Stevenson, Williams Management Company, and its employees from any and all claims and expenses arising from this rental.
4. Lessee agrees that they are responsible for any and all damages that occur to the premises, furniture, building, grounds, appliances, etc., during Lessee's occupancy of the Community Room, and that the Lessee will leave the Community Room in the same condition as delivered to them. Damages are charged to the renter in the extent repairs are required and may be above the amount of the security deposit.
5. Lessee is expected to leave the premises in its original condition, which includes mopping the floors, vacuuming, disposing of trash, cleaning the kitchen, etc. **LESSEE UNDERSTANDS AND AGREES THAT ADDITIONAL CHARGES ARE RETAINED FROM THE SECURITY DEPOSIT FOR CLEAN UP REQUIRED BY THE MAINTENANCE STAFF OR OUTSIDE CONTRACTOR BECAUSE OF THEIR USE OF THE COMMUNITY ROOM, AS SHOWN ON ADDENDUM "A" ATTACHED.**
6. All Lessee's and guests' personal property and automobiles brought on Lessor's property shall be at Lessee's guests' risk. Any personal property which Lessee and Lessee's guests bring into the Community Room for the purpose of the above function, shall be at the Lessee's or their own risk and not the responsibility of the Association. Any items left in the Community Room by the Lessee after the 2:00 a.m. checkout time will be disposed.
7. Lessee understands that they are responsible for the actions of their guests and are liable for any fine imposed by the Board of Directors for their guests violating any of the rules of the Association.
8. Pets are not permitted in the Community Room at any time. No exceptions.
9. Nothing is to be tacked or taped to the walls, light fixtures or windows.
10. ***PLEASE TAKE NOTE: Community Room Rental is not used in conjunction with the Swimming pool. Guests of the Community Room are not permitted in the pool area at any time.**
11. Lessee agrees to comply with all federal, state, and local laws, the Condominium Declaration, Code of Regulations, and subsequent Declaration of the Board of Directors. Minors in attendance are subject to Pennsylvania L.C.B. laws and the drinking age of twenty-one (21) years of age.

12. Residents may book the room one (1) year in advance, commercial tenants and non-resident owners may book the room 90 days in advance.
13. Fees for the Community Room will include the security deposit and must be paid in full at the time of booking. The security deposit will be refunded to you after the room has been inspected. The check must be issued by the owner or tenant. No outside checks will be accepted.

*Note: You will need (2) separate checks made payable to P.V.C.A.

Residents \$ 250.00 _____ (Rental \$150.00, Security \$100.00)

Commercial/Non-Resident Owners \$ 350.00 _____ (Rental \$250.00, Security \$100.00)

14. The rental fee includes eight small tables with four chairs each, four large (6 ft.) tables, and 25 folding chairs.
15. **THE RENTAL FEE IS NON-REFUNDABLE.**
16. The security deposit is refundable only after subsequent inspection of the Community Room within fifteen (15) days of the date of usage. Lessee is expected to leave the room as rented, subject to normal wear and tear. Cleaning supplies are located in the closet downstairs beside the restrooms. Any activity in connection with the Community Room rental, which disturbs the peace of the neighborhood or attracts official attention of the police, Condominium Officials, Borough officials, or Condominium employees will subject lessee to loss of the entire security deposit.
17. All trash is to be disposed of in the dumpster located on Community Court adjacent to the carport (see attached map). Please do not utilize the dumpster behind the restaurant.
18. All items must be removed from the refrigerator, cupboards, closets and the Community Room, including decorations, by 1 a.m. unless prior written arrangements have been made.
19. The beer Meister will take all beers except I.C. Light and Stroh's.
20. The keys to the Community Room are to be put in the red box on the wall by the management office at the expiration of the rental period. There is a charge of \$15.00 for returning the keys late and a charge of \$75.00 for losing the keys.
21. Handicapped bathroom facilities are available.

Receipt of the deposits are hereby acknowledged.

PENNSBURY VILLAGE CONDOMINIUM ASSOCIATION

ACCEPTED _____
Signature of Renter / Lessee

Date

ADDENDUM "A"
COMMUNITY ROOM CLEANING AND DAMAGE REPORT

Name of Renter: _____ Date of Rental: _____

Address of Renter: _____ Date of Report: _____

RENTER: This form is to be signed and returned to the management office accompanying the rental agreement contract. The morning of your scheduled event, you may make arrangements with the Maintenance Supervisor to inspect the Community Room to ensure it is in good order. Please be certain to review this report form thoroughly with the intent of understanding the charges that could be imposed prior to signing. Signing this form indicates your knowledge of the various charges and your agreement to them should they be impounded.

If you do not wish to clean the room yourself, cleaning service is available at an additional charge of \$125.00 Please contact the office if you want this additional service. All cleaning supplies are located in the custodial closet downstairs. This includes bucket and mop. The key that opens the Community Room front door also opens this door.

MAINTENANCE: This report is to be filled out the first working day after a Community Room rental. All lines are to be filled in accurately and completely. Place an "X" in the "none" column if no charges are to be assessed. Circle the appropriate amount of cleaning was required. Explain any unusual circumstances that may have occurred to prevent the room from being cleaned (power outage, water not working, etc.).

CLEANING REQUIRED BY MAINTENANCE STAFF OR CONTRACTOR

ITEM	NONE	FEE FOR NEEDED SERVICE
Carpet Vacuumed	_____	\$10.00
Carpet Stained	_____	CONTRACT CLEANING COST
Chairs Stained (per chair)	_____	CONTRACT CLEANING COST
Coat Closet	_____	\$3.00
Floors Mopped	_____	\$10.00
Kitchen:		
Counter Tops	_____	\$5.00
Cupboards	_____	\$5.00
Oven (Outside)	_____	\$3.00
Oven (Inside)	_____	\$3.00
Refrigerator (Outside)	_____	\$3.00
Refrigerator (Inside)	_____	\$5.00
Sinks	_____	\$3.00
Tables (per table)	_____	\$2.00
Trash Containers (per container)	_____	\$4.00
Walls Cleaned (per wall)	_____	\$20.00

1. Were there any party or personal items left in the Community Room? _____ if so, please list and explain: _____
2. **Any** items left in the Community Room will be disposed of immediately. Beer kegs **must** be removed immediately upon the expiration of the rental period or a fine of \$25.00 will be assessed.

3. Were any lights left on? ____ If yes, a fine of \$25.00 will be assessed.
4. Was heat left on above 60 degrees? ____ was air conditioning below 80 degrees? ____
If yes, a \$25.00 fee will be assessed. (During the winter, heat must be left at 60 degrees: during
The summer, a/c must be left at 80 degrees).
5. Is all Association property accounted for? ____ (Charges will be assessed on an actual cost
to replace basis).
6. Are all the rental items cleaned and accounted for (if applicable)? ____
7. Were the police, manager, maintenance staff or Board Members called to the party due to
excessive noise, damage, parking or any rule violation? ____ This will result in a full loss of
security deposit.
8. Were the keys returned? ____ (\$15.00 late return charge: \$75.00 lost key charge)
9. Was there any visible damage? ____ If so please explain _____

FINES OF \$50.00 WILL BE ASSESSED FOR EACH RULE VIOLATION WHETHER BY THE RESIDENT
OR A GUEST OF THE RESIDENT. DAMAGE WILL BE CHARGED ON AN ACTUAL COST TO REPAIR
OR REPLACE BASIS.

I UNDERSTAND THE ABOVE CHARGES AND AGREE TO THEM

Signature of Renter

Date

OPTIONAL SIGNATURE: If not signed, all items are assumed acceptable and in good condition.

I HAVE INSPECTED THE ROOM AND IT CONTENTS AND AGREE THAT THEY ARE CLEAN AND IN
GOOD CONDITION PRIOR TO MY USAGE, EXCEPT AS NOTED AND INITIALED BY THE
MAINTENANCE SUPERVISOR.

Signature of Renter

Date

I HAVE INSPECTED THE COMMUNITY ROOM AND NOTED MY FINDINGS.

Pennsbury Village Condominium Association

Date

CHARTIERS COUNTRY CLUB

