

West Hanover Township  
7171 Allentown Boulevard, Harrisburg, PA 17112  
Township Office (717) 652-4841

**Township Conference Room Rental Application**

THIS AGREEMENT, made and entered into this day of \_\_\_\_\_, 20\_\_ by and between the West Hanover Township Park and Recreation Board, organized and acting under authority of the statues of the West Hanover Board of Supervisors, hereinafter known as "Lessor" and

Contact Person: \_\_\_\_\_

Phone #: Daytime ( ) \_\_\_\_\_ Evening #: ( ) \_\_\_\_\_

Name of Organization: \_\_\_\_\_

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

Nature of Function: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Lessor upon payment of rental fee of \$\_\_\_\_\_, plus a security deposit of \$25.00 agrees to permit Lessee to have exclusive use of the Township lower level conference room and restroom areas only. The security deposit is refundable after final inspection, provided there is no damage done to building, equipment, or fixtures and all rules have been abided by. Any damages beyond the security deposit amount will be billed to the lessee.
2. West Hanover Township shall NOT be responsible for fire, theft, damage to personal property or personal effects brought into or stored in the leased premises by the Lessee or any of Lessee's guests, invitees, licensees or users.
3. The maximum occupancy in the lower level conference room is 25 people.
4. West Hanover Township shall have the right to enter the rented premises at any and all times for the purpose of determining whether the premises are being used in accordance with the terms of this agreement.

5. Smoking is strictly prohibited inside the Township Building.
6. Alcohol is prohibited anywhere on Township property.
7. No animals of any kind shall be allowed in the premises (with the exception of an individual service animal) without prior specific written permission of the West Hanover Township Park and Recreation Director.
8. Lessee is prohibited from propping any outside doors open during rental use.
9. Please kindly make sure the building/room is in a clean and tidy condition as you found it. Additionally, please report all damages to the Park and Recreation Director within 24 hours of leaving the premises.
10. Lessee hereby agrees to indemnify and hold the West Hanover Township, its officers and employees harmless from any and all suits, claims, causes of action and demands for damages, for loss of property, injury to persons or property arising from any cause whatsoever.
11. The costs to rent the Township Lower Level Conference Room is \$30.00 for the first four hours. Any additional hour is \$10.00. There is a \$25.00 refundable security deposit.
12. I have read and fully understand the Township rules for renting their facility.

Lessee Signature: \_\_\_\_\_

Park and Recreation Director and/or Staff Signature: \_\_\_\_\_