

Community Center Rental Agreement

Name: _____

Address: _____

Phone: _____

Cell: _____

Request to rent our Community Center on _____

Rental to begin at _____ (No earlier than 8:00am)

Rental to end at _____ (No later than midnight)

\$75 Full day _____ Additional \$25 if entrance needed the evening prior _____

\$25 per hour if rental is less than a full day _____

PAYMENT IN FULL IS REQUIRED 1 WEEK PRIOR TO RENTAL OR RESERVATION WILL BE CANCELLED.

A \$75.00 security deposit will be required within 1 week of rental date **confirmation**. If security deposit is not received the date will be reopened for rental.

Cancellation Refunds are as follows (Refund includes rental fee and security deposit):

- FULL REFUND for cancellations greater than 6 weeks of event.
- HALF REFUND for cancellations greater than 2 weeks of event.
- NO REFUND for cancellations less than 2 weeks prior to event.

Please make 2 checks out to MVSHOA, indicate date of rental and "fee" or "deposit" in memo, then mail the checks to **Hollinger Services 50 College Ave. Elizabethtown, PA 17022**.

I agree to abide by the rules set forth for the use of the Community Center and understand that any violation of the rules, or damage to the Community Center, will result in automatic forfeiture of my security deposit, in full or partial pending cost of damages/violation. Under normal circumstances refunds will be within 1 week after rental.

Signature of Renter: _____ Date: _____

Signature of Coordinator: _____ Date: _____

