

# INDEPENDENCE TOWNSHIP COMMUNITY CENTER RENTAL AGREEMENT

EVENT DATE \_\_\_\_\_ EVENT TIME \_\_\_\_\_ TO \_\_\_\_\_  
(2 hour minimum fee applies)

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between the Independence Township Community Center Committee, Inc. (ITCCC) and the Renter as listed:

PERSON RESPONSIBLE FOR HALL RENTAL \_\_\_\_\_

PHONE \_\_\_\_\_ (CELL) \_\_\_\_\_ (HOME) \_\_\_\_\_ (WORK)  
(The monitor assigned to your event will contact you regarding setup and entry times)

ADDRESS \_\_\_\_\_

EVENT DESCRIPTION \_\_\_\_\_

WHAT WOULD YOU LIKE THE SIGN MARQUEE TO READ

\_\_\_\_\_  
(We will accommodate/abbreviate dependent upon space and letters available)

By Signing this Agreement, the Renter:

- Agrees that the Rental Rules and Regulations attached will be adhered to by the renter, guests and caterers/event planners.
- Agrees that the ITCCC and/or Fire Dept. will be held harmless from any liability or legal recourse stemming from the renter and/or guests incurring loss or damage to personal property or personal, physical injury due to the irresponsible actions of the renter and/or guests.
- Agrees to be responsible for any damages to any and all facility property, indoors or outdoors, due to the irresponsible actions of the renter and/or guests.
- Agrees that the facility will not be used for any unlawful purpose by the renter and/or guest.
- Agrees to secure the event date with a deposit of \$200 (check payable to ITCCC and mailed to 104 School Road, Aliquippa, PA 15001 and that deposit will be forfeited if cancelled less than 30 days before event date. That deposit will be used toward a one-time monitor fee of \$50.00 + the first two hours of rental time. Any additional time will be due to the monitor after the event at the rate of \$75.per hour.
- Two hour minimum rental.
- Agrees to a \$50 charge for checks returned, unpaid for any reason and that only cash or money order will be accepted as full reimbursement.

SPECIAL NOTES: \_\_\_\_\_

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

ITCCC Signature \_\_\_\_\_ Date \_\_\_\_\_

.....  
FOR OFFICE USE ONLY

Deposit of \$ \_\_\_\_\_ Received On \_\_\_\_\_ By \_\_\_\_\_

Full Rent of \$ \_\_\_\_\_ Received On \_\_\_\_\_ By \_\_\_\_\_

## ITCCC RENTAL RULES & REGULATIONS

- 1- There will be a CCC appointed monitor on-site or readily available during your rental for information and insurance purposes only - not to tote, carry, lift or serve.
- 2- The premises must be left in a 'Ready to Rent' condition by the pre-agreed time; the social hall, kitchen, restrooms and foyer must have clean floors and furniture; clean & sanitized counters and fixtures; and the parking lot and grounds free of litter. Used trash bags must be removed from the social hall, kitchen and restrooms and put in the dumpster behind the building. Remove all decorations.
- 3- During the event emergency exits must remain clear of any obstruction at all times and the maximum seating capacity of 250 must be observed.
- 4- Pyrotechnics or other explosives are prohibited inside or outside this facility.
- 5- Alcoholic beverages shall be confined to the social hall and PA liquor laws obeyed.
- 6- Use of illegal drugs is forbidden inside or outside this facility.
- 7- Please DO NOT tack, tape, glue, nail, tie, etc. any decorations to walls, ceiling tiles, light fixtures or furnishings in any area of this facility.
- 8- Renter and/or guest access shall be limited to the social hall, foyer, rest rooms, kitchen, parking lot and lawn adjacent to the building. Renter and/or guests are not permitted on the staircase in the foyer.
- 9- Kitchen area may be used to serve food and drink; kitchen appliances may be used to warm and chill food and drink but not for actual cooking. Certain frig and freezer space will be provided for event use. Children having access to the kitchen is discouraged.
- 10- Renter and/or caterer should supply own kitchen serving utensils, pans, trays, etc. to use for the event. Use of any CCC kitchenware requires advance approval.
- 11- Renter and/or caterer may deliver food and supplies to the kitchen door in the back of the building.
- 12- All doors leading outside, in the social hall and kitchen, should be kept closed to keep cool or warm air in and bugs and rodents out.
- 13- Renter and/or guest vehicles must be parked and operated in the main parking lot only and drivers should not exceed 5 mph in the parking lot. Any vehicles parked in front of the Fire Dept.'s garage doors or the public road right-of-way may be towed. Vehicle damage or loss sustained while in the parking lot will not be the responsibility of the ITCCC or the Fire Dept. Please do not drive or park on the front sidewalk.
- 14- **THIS IS A SMOKE-FREE FACILITY** renter and/or guests may not smoke anywhere inside the building - it's the law in Pennsylvania.

THANK YOU for holding your special event at the  
Independence Twp. Community Center

ITCCC information phone # 724-378-3739  
Location: 116 School Road, Aliquippa, PA 15001  
Mailing Address: 104 School Road, Aliquippa, PA 15001

# INTERNET SERVICE AND ACCESS AT THE COMMUNITY CENTER

ITCCC-2.4

PASSWORD: openwifi

## TABLES AND CHAIRS

25 ROUND TABLES (5' TABLES – SEATS 8 TIGHTLY)

25 RECTANGLE 30" X 8' TABLES (SEATS 8 COMFORTABLY)

225 CHAIRS

These are located in the building outside the rear southwest corner door. It is your responsibility to set up and cleanup all tables and chairs used.

MAX OCCUPANCY IS 250 PEOPLE

Attached is a graph of the actual hall dimensions. Each block is one square foot.

WiFi: TPCC-2.4  
Password: openwifi

78 ft

48 ft

Door

Door

Social Hall - 3744 sq ft

Kitchen

Bathrooms

25 round tables  
25' rectangle 30' x 8' tables  
225' chairs

Foyer

