

Little House Rental Agreement

Agreement made this _____ day of _____, 20____, between _____
_____ (hereinafter referred to as the "user") and the Borough
of Northumberland (hereinafter referred to as the "Borough"). Whereas, User desires to use The Little
House facility as set forth below, on _____ from
_____ to _____ and; Whereas, The
Borough is willing to permit User to use this facility subject to certain conditions as set forth below.

Rules & Regulations

- A. *Reservations are not confirmed until the security deposit is made.* There will be no exceptions to this policy.
- B. The required rental fee is due 10 days prior to the use of the Little House.
- C. The refundable security deposit, as established by Borough Council in the Schedule of Fees and Penalties, is made payable to the Borough of Northumberland. The fee will be held until after the function and the community center is inspected and its condition found to be the same as before the function took place.
- D. Use of the Little House shall be subject to availability.
- E. Use of the Little House may be denied based upon the past performance of the user(s).
- F. The User may set the thermostats for heating and cooling to meet normal requirements. User is required to reset heating to 50 degrees and to turn off any air conditioning. **INITIALS**_____
- G. *In no instance shall the facility contain more than 40 People at a time.* **INITIALS**_____
- H. *In no instance shall the consumption of alcoholic beverages be permitted on the premises.* **INITIALS**_____
- I. *The facilities of the Borough of Northumberland are smoke-free and No Smoking is permitted inside the Little House. Violation will result in the loss of the security deposit.* **INITIALS**_____
- J. The user(s) is responsible for the proper conduct of all persons present during the use of the facility. The user(s) must be personally present at the facility at all times during the use of the facility. User(s) may not sublet or transfer its rights or privileges to any other individual, group or organization.

- K. The use of the INDOOR fireplace is strictly prohibited. It is not a working fireplace.
INITIALS_____
- L. The user(s) shall ensure that the Little House is cleaned in its entirety and left in the same or better state as when first entered, before vacating the facility. Garbage must be taken off of the premises by the user(s). **INITIALS**_____
- a. Sweep floors. Tidy restrooms.
 - b. Turn off water heater; unplug refrigerator.
 - c. Turn off all lights inside and out, turn off all water. Lock doors.
- M. Rentals shall not include the set-up or takedown of tables and chairs. The user(s) is solely responsible for these activities. All tables and chairs are to be returned to their original configuration. No furniture may be taken outside of the house, nor shall any furniture be brought into the house without permission.
- N. No pictures or displays may be removed from their original location.
- O. Any decorations used must be attached using masking tape only to the wood trim only, not on the walls. All decorations and tape residue must be removed leaving no trace and disposed of before leaving. No adhesive dots, command strips, nails, thumbtacks, staples, etc. are allowed to be used. All candles must be enclosed in a glass hurricane shade. Utility candles are not permitted in any form. **INITIALS**_____
- P. A walk through inspection will be conducted by a Borough employee on the next business day. Any additional cleaning or repairs required will be deducted from the security deposit, and any remaining amount will be charged to the user(s). **INITIALS**_____
- Q. No parking is permitted in lawn areas, in fire lanes or in areas designated for police, borough and/or emergency services personnel.
- R. Kitchen Use
1. The user(s) must supply plastic, vinyl or cloth table coverings to protect all tables.
 2. All sinks and counters must be thoroughly wiped down with all countertop debris and trash removed.
- S. The Borough Noise Ordinance restricts noise at a louder volume than is necessary for convenient hearing between 10:00 p.m. and 7:00 a.m. The exact ordinance can be found in Chapter 37 – Noise of the Code Book of the Borough of Northumberland.

Rental Fee and Security Deposit

The use of the facility is limited to the rooms as completed below, as well as restrooms.

Please state the purpose of your event:

Fee Schedule Per Day:

	<u>Rate</u>	<u>Amount</u>
Little House Rental Fee	\$75.00	_____
<u>Deposit</u>	<u>\$100.00</u>	<u>\$ 100.00</u>

Cancellation Policy

Individuals or groups requesting cancellation of reservations for the Little House must do so at least ten (10) days prior to the scheduled use date. Notice of cancellation shall be made in person or in writing at the Borough of Northumberland office by the user(s). If cancellation request is received less than ten (10) days prior to the scheduled use date, or if user(s) fails to use the facility on the scheduled use date, the user(s) will forfeit a portion of their rental fee for the scheduled use of the facility. Scale is as follows:

- A. If cancellation is made on the day of the scheduled event or user(s) fails to use the facility on the scheduled use date, user(s) will forfeit the entire amount of the rental fee.
- B. If cancellation is made between 1 and 5 business days from the scheduled event, user(s) will forfeit 50% of the rental fee;
- C. If cancellation is made between 6 and 10 business days from the scheduled event, user(s) will forfeit 25% of the rental fee;
- D. If cancellation is more than 10 business days from the scheduled event, user(s) will receive a full refund.

Cancellation by Borough

The Borough of Northumberland reserves the right to cancel scheduled uses.

The Borough of Northumberland may terminate the privilege granted to use the facility at any time for any reason.

Waiver of Subrogation

To the fullest extent permitted by law, the Applicant and its employees, officials, volunteers, agents and representatives waive any right of recovery against the Borough of Northumberland and their elected and appointed officials, officers, volunteers, consultants, agents and employees for any and all claims, liability, loss, damage, costs or expense (including attorneys' fees) arising out of the Applicant's use or occupancy of the premises of the Borough of Northumberland or arising out of Applicant's operations on, at or adjacent to any premises of the Borough of Northumberland. Such waiver shall apply regardless of the cause of origin of the loss or damage, including negligence of the Borough of Northumberland and its elected and appointed officials, officers, volunteers, consultants, agents and employees. The Applicant shall advise its insurers of the foregoing and such waiver shall be provided

under the Applicant's commercial property and liability insurance policies and the Applicant's workers compensation insurance policy, if any.

I have Read and Understand this Agreement. I agree to abide by all guidelines set forth above.

Applicant Signature: _____ Date: _____

Address: _____

Telephone: _____ Email: _____

For Borough Use Only

Deposit Fee: \$100.00 _____
Date paid

Rental Fee: \$75.00 _____
Date paid

Pre-inspection and Lock programmed _____ by _____
Date Initials

Final inspection and Lock programmed _____ by _____
Date Initials

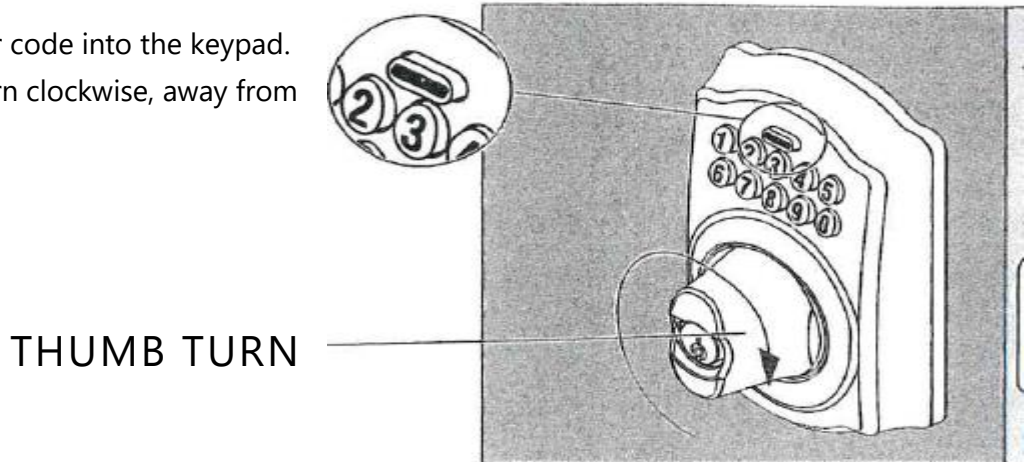
Security Deposit Returned _____
Date

Borough Notes:

TO UNLOCK THE DOOR:

User code: last 4 digits of the renter's phone number.

1. Enter 4-digit user code into the keypad.
2. Rotate thumb turn clockwise, away from the door edge



TO LOCK THE DOOR:

1. Press the Schlage button
2. Rotate thumb turn *counter* clockwise, towards door edge.

