

# **POCONO FARMS EAST COMMUNITY CENTER RENTAL FORMS/INSTRUCTIONS**

- **PLEASE REVIEW AND SIGN / FILL IN ALL AREAS MARKED WITH AN "X".**
- **YOU MUST BE A MEMBER IN GOOD STANDING TO RENT THE COMMUNITY CENTER.**
- **\$325.00 (ROOM RENTAL OF \$200.00 AND \$125.00 SECURITY) MUST BE PAID IN FULL AT THE TIME OF BOOKING.**
- **VISA, MASTERCARD, DISCOVER, CHECK AND MONEY ORDER ACCEPTED – NO CASH.**
- **RENTERS WHO WISH TO USE THE COMMUNITY CENTER MUST HAVE WRITTEN PERMISSION FROM THEIR LANDLORD / PROPERTY OWNER, ACCEPTING FULL RESPONSIBILITY FOR ANY DAMAGES THAT MIGHT OCCUR.**
- **ARRANGEMENTS CAN BE MADE BY CONTACTING THE ADMINISTRATION OFFICE AT 570-895-4517.**

**A REPRESENTATIVE OF PFEA (MONITOR) WILL BE ASSIGNED BY THE BOARD OF DIRECTORS TO GIVE ACCESS TO PERSONS RENTING THE COMMUNITY CENTER. THE MONITOR WILL INSPECT THE FACILITY, GO OVER ALL RULES AND NOTE ANY ISSUES IN THE ROOM WITH THE RENTING PARTY. THE RENTING MEMBER WHO SIGNED THE CONTRACT *MUST* BE PRESENT. THE MONITOR WILL RETURN AND CHECK THE FACILITY SEVERAL TIMES DURING THE PARTY. HE/SHE MUST BE CALLED BY THE RENTING PARTY AT THE END OF THE PARTY TO INSPECT THE ROOM TOGETHER WITH THE RENTING PARTY AND TO LOCK THE FACILITY. THE RENTING MEMBER WHO SIGNED THE CONTRACT *MUST* BE PRESENT AT THIS TIME ALSO. ANY DEVIATION FROM THIS PROCEDURE WILL RESEULT IN A FOREFITURE OF THE FULL SECURITY DEPOSIT AND THE LOSS**

PFEA \_\_\_\_\_

RENTER: \_\_\_\_\_

KEY:	
ALARM:	
KITCHEN:	
ADDRESS:	

**Pocono Farms East Association**  
**RENTAL AGREEMENT**

**PFEA Member Name:** \_\_\_\_\_ **Event Type:** \_\_\_\_\_

**Telephone Number:** ( \_\_\_\_\_ ) \_\_\_\_\_ **Fee Paid:** \$ \_\_\_\_\_

**Date of Event:** \_\_\_\_\_, 20\_\_\_\_ **Time of Event: From** \_\_\_\_\_ **To** \_\_\_\_\_

**Organization Name (if applicable):** \_\_\_\_\_

**Name and Telephone Number of  
Member Assigned to Open/Close Civic Center: Mr./Mrs.** \_\_\_\_\_  
**Tel.** ( \_\_\_\_\_ ) \_\_\_\_\_

The above PFEA Member in good standing acknowledges receipt of PFEA's Civic Center Rules and Regulations.

The above PFEA Member agrees to observe all its rules and regulations and understands that the above fee includes a security deposit of \$ 125 which will be refunded according to the agreement set by the document.

Any questions, concerns, change and/or cancellation requests should be brought to PFEA Management's attention as soon as possible. The office telephone number is (570) 895-4517.

**NOTE:** If PFEA Member decides to reschedule date of event, PFE Association will try to accommodate the Member's request; however, PFEA does not guarantee the availability of the Civic Center on the desired date.

PFEA \_\_\_\_\_

**RENTER:** \_\_\_\_\_

PFEA Management Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Renting Member Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

**Pocono Farms East Association  
*Civic Center Rules & Regulations***

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**A. CIVIC CENTER GENERAL RULES AND REGULATIONS**

Pocono Farms East Association (a/k/a PFEA) Civic Center facilities are for the exclusive use of Members in good standing, their guests, not-for-profit organizations where PFEA Member(s) is/are Participants, and any other organization as approved and at the discretion of PFE Association's Management and/or Board of Directors. Members in good standing will be permitted to rent PFEA Civic Center, pursuant to PFEA's Rules and Regulations. An agreement must be signed by the renter prior to the event, acknowledging receipt of PFEA's Civic Center Rental Information and PFE Association Civic Center rules and Regulations. The Member in good standing signing the agreement must provide a valid state-issued driver license or any other government issued identification. Individuals requesting to rent the Civic Center for the purposes of providing a service to minor, **including by limited to, birthday parties, etc.**, should show proper paperwork indicating they have had a criminal background check and/or a child abuse background check. Any organization renting the Civic Center will be required to provide documentation proving their status in addition to proof of insurance naming PFEA as additional

PFEA \_\_\_\_\_

RENTER: \_\_\_\_\_

insurer. Any individual and/or organization renting the Civic Center will be responsible for any and all damages to the Civic Center and/or its surrounding during the rental period.

During any period in which a Member is in default of their annual dues or special assessments levied by the Association, the right to use the Civic Center will be suspended by the Board of Directors until such dues or assessments are paid.

PFE Association's Board of Directors reserves the right to suspend or withhold the use of the Civic Center for an undetermined period in the event of any violation by the Member or their guests of any rules and regulations established by the Board governing the use of the Civic Center facilities.

No illegal substance or weapons will be allowed at any time in the Civic Center (including on the grounds).

No smoking is allowed in the building; ONLY in designated, outdoor areas.

The Member renting the Civic Center must be present while the Civic Center facilities are in use. Members who rent the Civic Center have the responsibility of informing their guests/event attendees of all rules and regulations.

PFEA renting Member(s) is responsible for the conduct of his/her guests and proper behavior so as to prevent damage and excessive noise.

PFEA Member(s) renting the Civic Center are responsible for all risks inherent in the use of such facility. Parents bear the responsibility of their children, whether the parent is present or not.

Any accident occurring involving the use of the Civic Center shall be reported immediately or as soon as is practically possible to the proper authority (if necessary) and a Volunteer Committee Member on duty of the incident, or PFE Board of Directors if no such personnel is available at the telephone number made available by the Building Committee or Volunteer Committee Member.

Acts of vandalism and malicious mischief that cause damage to the Civic Center or its surrounding shall subject the offender and/or renting Member to the cost of repair. This includes, but not limited to, replacement and/or restoration costs, related administrative costs, any penalty assessed by PEF Association and all other costs above the \$125 security deposit allowable by law for said violation. **Any amount no immediately paid will be added to the renting Member's dues account.**

Absolute maximum number of people allowed in Civic Center is 101 persons.

Music shall be played at a reasonable level and will only be permitted inside the building, at which time doors and windows should be closed at all times.

PFEA \_\_\_\_\_

RENTER: \_\_\_\_\_

No facility equipment and/or supplies shall be removed from the Civic Center or its area of intended use. Association-owned or controlled property and equipment must not be borrowed, rented or leased by any Member for his/her personal use outside of the Civic Center.

The Civic Center facilities must be cleaned up at the end of the event. All garbage must be removed, and the Civic Center should be cleaned and left in the same condition as when arrived.

The Civic Center facilities must be cleaned, inspected by PFE Personnel by 12:00 midnight.

The Civic Center is protected by fire sprinkler(s) and a fire alarm system. Everyone must observe the following procedures:

- a) At no time shall fire protection devices be disabled. This is to include, but not limited to, the blocking of fire extinguishers, fire alarm pull stations, the covering of smoke detectors and/or the covering of audio/visual alarm devices.
- b) Decorations shall not be attached to any fire or smoke detection devices.**
- c) Marked exits shall not be blocked.
- d) In case of fire alarm activation, exit the building immediately, but in a safe manner. Re-enter only at the directions of Fire Department or police officials on site.

**Tables and free-standing decorations ONLY are permitted. No thumbtacks, staples, glue, or tape products are to be used to attach decorations anywhere in the building, including tables, chairs, ceiling and walls.**

**All decorations must be removed during cleanup. No decorations will be allowed to be hung on the walls or draped over the beams or attached to the beams of the building.**

Fog / smoke machines are NOT allowed.

No personal barbeque grills, propane tanks or fire pits are allowed on the premises of the Civic Center or on its grounds.

## **B. PROCEDURE FOR RESERVING PFE'S CIVIC CENTER:**

Call the PFE Association Management office at (570) 895-4517 and leave a detailed message addressed to the Building Committee or e-mail the Management office at [pfarmseast@yahoo.com](mailto:pfarmseast@yahoo.com). Reservation of the Civic Center will be available on a first-come basis. This form must be filled out, with signatures / initials / information provided in the YELLOW areas and returned to the administration office with FULL payment to secure the date.

The Civic Center will be rented to PFEA Members in **good standing** for a cost of \$325.00 (includes a refundable security deposit); and a rental fee of \$375.00 (also includes a \$125

PFEA \_\_\_\_\_

RENTER: \_\_\_\_\_

refundable security deposit) to other associations, for-profit charities and organizations where a Member(s) is/are a participant. The full rental fee and security deposit is due prior to the date of the event, no exceptions. Acceptable methods of payment will be bank certified or official checks, money orders, debit or credit cards (MasterCard/Visa). Check payments should be made payable to "Pocono Farms East Association." **No cash or personal checks will be accepted.** Members are allotted a total of 6 hours for their event. If additional hours are used, they will be assessed at \$25.00 per hour.

### **C. SPECIAL RULES FOR EVENTS:**

PEFA Member renting the Civic Center must be present at all time when renting for minors' **and/or children's** events. Adequate supervision must be provided at all time for all minors. No alcoholic beverages of any kind may be consumed by minors at any time in the Civic Center or on the grounds of PFEA Civic Center.

**Alcoholic drinks are limited to beer and wine.**

### **D. SECURITY DEPOSIT POLICY:**

**Full payment of \$325 is due at the time of reservation. \$125 deposit will be refunded upon confirmation that Civic Center facilities and its grounds were not damaged.**

The security deposit will be refunded within fourteen (14) business days once ALL the following occurs:

- a. The renter of the Civic Center meets with a member of the Building Committee and/or Volunteer Committee at the end of the event or after function for inspection and lockup.
- b. The Civic Center facility is inspected for damage or loss by a member of the Civic Center committee and or Volunteer and finds it in acceptable condition.
- c. The Civic Center reservation agreement is re-signed by the renting Member as acknowledgement that no damage or loss was caused to the Civic Center or its surroundings nor any personal injury has occurred.

The security deposit may be retained by PFEA as payment for any expenses incurred for cleaning, damage and/or loss to the Civic Center or its surrounding areas. If the deposit is not sufficient to cover the fair value of such cleaning and/or damages, the member will be responsible to reimburse the Association for any additional expense as determined by the Board of Directors.

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**RENTER:** \_\_\_\_\_

## **E. PARKING AND HANDICAPPED/DISABLED PROVISIONS:**

No one can block, under any circumstances, any handicap-accessible entrances and ramps. Handicap parking areas are restricted to individuals who have a handicap sticker or specially marked license plates on their cars.

Pets are not allowed in the Civic Center or any of its premises **except as permitted under the Fair Housing Act.**

## **F. CANCELLATION POLICY:**

If the event is cancelled and notice is given less than 14 days from the date of the event, rental fee will NOT be refunded. The \$125.00 security deposit will be returned. In the event a resident cancels an event and does not reschedule for a later date at the time of cancellation, a rebooking fee of \$25 will be added to the account.

## **G. CLEAN-UP OF CIVIC CENTER AND AVAILABILITY OF FACILITIES:**

The PFEA Member renter is responsible for clean-up of Civic Center facilities, including grounds, immediately after the event.

Renters must supply their own party supplies, decorations, dishcloths and/or cloth towels, paper towels, and trash bags.

Renters are free to use **one** County Waste trash can and **one** County Waste recycling can for the party's trash. **Trash is not to be put in the recycling container. The trash and the recycling containers MUST NOT be over filled. Either of these infractions will result in a minimum of \$50 being withheld from the security deposit. If Management must remove and trash left behind a charge of \$25 per hour or part thereof will be deducted from the security deposit or added to the property owner's account.**

Renter is expected to clean all Civic Center areas used: bathroom, kitchen, sinks, tables, microwave, stove, refrigerator, event room and exterior grounds.

**The Civic Center should be returned in the same condition as when initially inspected. Maintenance of the inside and outside of the facilities should be completed at the end of the event including, but not limited, to the following:**

- Sweep and mop floors.
- Return tables and chairs to original location.
- Leave refrigerator turned ON with door closed.
- Turn OFF stove burners and oven.

PFEA \_\_\_\_\_

RENTER: \_\_\_\_\_

- Turn OFF all inside lights.
- Lock all doors and windows.

## **INSTRUCTIONS FOR BUILDING ALARM SYSTEM**

### **UPON ENTERING THE BUILDING:**

THE MONITOR WILL BE GIVEN A CODE TO UNLOCK THE KEY BOX ON THE OUTSIDE DOOR OF THE COMMUNITY CENTER. TO OPEN THE BOX, PUNCH THE CODE IN, PRESS THE LEVER DOWN AND REMOVE THE KEY. **TO CLOSE THE BOX, YOU MUST PUNCH THE CODE IN AGAIN AND PRESS THE LEVER DOWN BEFORE SHUTTING THE BOX. IF YOU DO NOT DO THIS, THE COVER WILL JAM, AND THE BOX WILL NOT BE ABLE TO BE REOPENED. FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN A MINIMUM \$75 DEDUCTION FROM THE SECURITY DEPOSIT.**

IF THERE IS A GREEN CHECKMARK ON THE UPPER RIGHT-HAND CORNER OF THE ALARM, IT IS CURRENTLY DISARMED – DO NOT PUNCH IN YOUR CODE.

IF THERE IS A RED CHECKMARK ON THE UPPER RIGHT-HAND CORNER OF THE ALARM, IT IS CURRENTLY ARMED – YOU HAVE 45 SECONDS TO PUNCH IN YOUR CODE.

### **UPON LEAVING THE BUILDING:**

PFEA \_\_\_\_\_

RENTER: \_\_\_\_\_



THE MONITOR WILL PUNCH YOUR CODE INTO THE ALARM PAD. YOU HAVE 45 SECONDS TO EXIT THE BUILDING. ALWAYS EXIT THROUGH THE FRONT DOUBLE DOORS. NO EXCEPTIONS. REPLACE ALL KEYS IN THE PROPERTY LOCKBOX.

**BEFORE LEAVING:** MAKE SURE ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED. IF YOU FAIL TO DO THIS AND AN ALARM IS TRIPPED, THE POLICE WILL BE NOTIFIED, AND YOU WILL LOSE YOUR ENTIRE SECURITY DEPOSIT.

### **TO ALL PARTY GOERS:**

You must observe all the Rules regarding the rental of this Community Room.

#### **UPON ARRIVING:**

**Do not put any decorations, scotch tape, thumbtacks or the like on any windows, doors, walls, fans or heating grates. You are welcome to decorate the tables if you wish.**

#### **UPON LEAVING:**

Leave the kitchen, bathrooms and Community room in a clean state. Leave the stovetop up. If you use the stove, please clean all burners. Also lift top and clean under burners.

**Take great care in restacking chairs and replacing tables to the rolling table cart. Place both the tables and the chairs A MINIMUM OF TWO FEET FROM THE WALL. TAKE GREAT CARE TO NOT SCRATCH THE WALLS OR DOORS WHEN MOVING THE FURNITURE. FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN A MINIMUM \$75 DEDUCTION FROM THE SECURITY DEPOSIT.**

PFEA \_\_\_\_\_

RENTER: \_\_\_\_\_

PLEASE NOTE THAT VIOLATION OF ANY RULE (OR IF ASSOCIATION PERSONNEL IS CALLED OUT DUE TO A VIOLATION OF ANY RULE) WILL RESULT IN AUTOMATIC FORFEIT OF YOUR SECURITY DEPOSIT AND MAY RESULT IN THE LOSS OF THE PRIVILEGE TO RENT THIS FACILITY FOR A PERIOD OF ONE YEAR.

Thank you,

The PEFA Board of Directors and Management

**ACKNOWLEDGED: \_\_\_\_\_ DATE: \_\_\_\_\_**

PFEA \_\_\_\_\_

**RENTER: \_\_\_\_\_**