

CONEWAGO TOWNSHIP  
490 COPENHAFFER ROAD  
YORK, PA 17404  
(717) 266-2122  
EMAIL: bkiser@conewagotwp.com

#### RENTAL CONTRACT

**Rental arrangements are to be made Monday through Thursday, between 8:00 a.m. and 4:00 p.m. Keys may be picked up at the township building during these hours.**

1. You must be at least 21 years of age; we will make a copy of your license/ ID.
2. The maximum occupancy of the hall is 80 for banquet-type seating.
3. The building will not be reserved until the contract along with a \$75.00 **non-refundable** deposit is paid to the township. The remaining balance of \$125.00 must be paid 60 days prior to rental. Total cost of rental is \$200.00. You must contact the Township **at least** 60 days before your rental if you wish to cancel or reschedule. **IF** full rental has been paid, you may receive the \$125 back, or reschedule. **IF** cancelation occurs less than 60 days prior to rental, no refund will be issued.
4. Please return the keys during office hours the next business day, or place them in our drop-style mailbox at the Township Building located at 490 Copenhaffer Rd.
5. Alcoholic Beverages are prohibited.
6. NO PETS, other than certified service animals. Documentation must be provided.
7. NO TAPE OR ADHESIVES ARE PERMITTED ON WALLS OR CEILINGS.
8. The building must be vacated and cleaned by 1:00 a.m. **YOU MAY NOT ENTER THE BUILDING UNTIL 7 AM ON THE DAY YOU HAVE IT RENTED. YOU MAY NOT DROP ITEMS OFF OR ENTER BEFORE YOUR DAY OF RENTAL.**
9. Before leaving, the renter is responsible for ensuring that: all doors are closed and locked, windows are shut and lights are turned off.
10. The building is to be clean, tabletops washed, and tables left standing, chairs are washed off as needed, all debris is picked up and floors are to be swept, etc. REMOVE ALL DECORATIONS FROM THE BUILDING. The furnace must be set at 60 degrees and the air must be turned off at end of use if applicable.
11. The renter is responsible for putting their trash in the bags provided. Be sure to tie bags shut and place the trash IN THE DUMPSTER.
12. Renter is responsible to provide all dishes, utensils, cooking equipment and kitchen linens.
13. SMOKING IS PROHIBITED AND NO ILLEGAL OR OBSCENE ACTIVITIES ARE ALLOWED.
14. The renter assumes the entire responsibility and liability, including but not limited to judgements, awards for damages, equitable relief, and defense costs, any and all claims or causes of action that may be brought against Conewago Township as a result of the conduct of the renter's event at the building, including the conduct of any of the renter's guest. The renter releases and holds Conewago Township harmless from and against all such responsibility and liability. The Township reserves the right to deny rental for any reason to any past renters at the sole and absolute discretion of the Township.
15. Please leave building in satisfactory condition. Should there be any damages or losses incurred, the renter will be liable for any damage or loss and will be billed accordingly.
16. The use of one ball field is included in rental price (**if available**).
17. No person or organization renting the property can sub-lease or charge for parking or any vendor activity on the property.

I hereby agree to the conditions for rental and signify that all information supplied by me is true and correct. I assume liability for the conduct of my guests and for damages incurred while building is rented in my name.

ATTENTION: FACILITIES WILL NOT BE RESERVED UNTIL ALL FEES AND DEPOSITS ARE PAID AND THIS SIGNED CONTRACT IS RETURNED TO THE TOWNSHIP.

PLEASE SIGN AND RETURN THIS FORM ALONG WITH PAYMENT MADE PAYABLE TO:

CONEWAGO TOWNSHIP  
490 COPENHAFFER ROAD  
YORK, PA 17404

**WEEKEND EMERGENCY CALLS "ONLY" - Please call 717-578-4861 – EMERGENCY CALLS "ONLY"**

CONEWAGO TOWNSHIP  
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YORK, PA 17404  
717-266-2122

REQUEST FOR USE OF TOWNSHIP FACILITIES  
ZION VIEW COMMUNITY CENTER  
140 COPENHAFFER ROAD  
YORK, PA 17404

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

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

Telephone: \_\_\_\_\_ Work/Other: \_\_\_\_\_

Are you a Township resident?    YES        NO    (Please circle one)

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The rental agreement includes the building, playground, and one ball field, IF AVAILABLE.

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Is this a surprise party?

REQUIRED FEE \$200.00 FOR RENTAL

X \_\_\_\_\_  
Signature