

**Short Term Rental Agreement for the  
Huntingdon Community Center**

**Contact information for Renter:**

Name of contact person \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

Mailing address (for return of deposit)  
\_\_\_\_\_  
\_\_\_\_\_

**Facility location/room to be used by Renter (check all that apply):**

*\*It is the responsibility of the renters to set up and clean-up the rental space being used\**

• **310 5<sup>th</sup> Street Location** (fees and conditions on back or next page):

- Aurand Room** – Large meeting room; No food or drink permitted
- Rotary Room**- 200 people capacity; kitchen not included
- Gymnasium** – No food or drink permitted in gym
- Skating Party** – Includes gym and recreation room

• **Detwiler Field** (fees and conditions on back or next page):

- Complex** – Includes large pavilion and kitchen; kitchen has stove and refrigerator space
- Large Pavilion**
- Small Pavilion**
- Kitchen** – Stove and refrigerator space available

**Date(s) of rental:** \_\_\_\_\_ **Time of rental, including set up and clean up:** \_\_\_\_\_

I have read and understand the fees and conditions of renting from the Huntingdon Community Center. By signing below, I agree to these conditions.

**Renters Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

This Agreement has been signed and received **along with the \$100.00 (non-refundable) deposit** of \$ \_\_\_\_\_ on \_\_\_\_\_. I/We understand our desired date and time will not be reserved until the HCC receives the rental agreement: \_\_\_\_\_.

- Renter is a non-profit group. **EIN #** \_\_\_\_\_
- Renter is an individual or a for profit group.
- Renter is a board member/employee of the Huntingdon Community Center.  
Member name: \_\_\_\_\_

**Accepted by** (HCC Representative) \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**HCC Rental Fees & Conditions**  
**(Deposit due at contract signing)**

**Facilities Rental Fees**

<u>Rental Location</u>	<u>Minimum Fee</u>	<u>Per Hour Beyond Minimum</u>	<u>Max Fee</u>
<b>Detwiler Complex (includes pavilion and kitchen)</b>	\$200.00 (3hrs)	\$50.00	\$300.00
<b>Large Pavilion</b>	\$125.00	\$25.00	\$200.00
<b>Small Pavilion</b>	\$75.00	\$15.00	\$150.00
<b>5<sup>th</sup> Street Facility – Aurand Room</b>	\$100.00 (3 hrs.)	\$25.00	\$200.00
<b>5<sup>th</sup> Street Facility – Rotary Room (200 Capacity)</b>	\$125.00 (3 hrs.)	\$25.00	\$225.00
<b>5<sup>th</sup> Street Facility – Gym</b>	\$125.00 (3 hrs.)	\$25.00	\$225.00

<b>Skating Party Fees (including DJ)</b>
<b>\$150.00</b> Less than 25 skaters
<b>\$175.00</b> 25-50 skaters
<b>\$200.00</b> 50- 75 skaters
<b>More than 75 skaters, please contact us for a quote.</b>

**Special Conditions**

- Reservation Policy:** The HCC will not reserve any dates until a completed rental agreement has been received.
- Security Deposit:** A \$100.00 nonrefundable security deposit required for all rentals.
- Cancellation Policy:** 48 hours (2 days) notice is required for a full refund.
- Detwiler Complex:** Rental does not guarantee exclusive use of the track and field.
  - o Unavailable on Saturdays in August, September, and October due to HCC programming conflicts.
  - o Includes kitchen and pavilion.
- Detwiler Kitchen:** The HCC will not provide utensils, cookware, or small appliances. Use of the kitchen allows renters to use refrigeration facilities and cooktop.
- Insurance Requirements:** Should the rental of the facility involve an event, The Huntingdon Community Center **MAY** require the renter/event holder to obtain Liability insurance that names the Huntingdon Community Center as an additional insured. The amount of coverage for the rental/event will be determined by the HCC, but not in any case, less than \$500,000. The full policy must be submitted for review and approval prior to the event.
- It is the responsibility of the renters to set up and clean-up the rental space being used. Trash must be gathered and placed in the dumpster at the end of use at Detwiler Complex. (Boxes must be broken down before getting thrown into the dumpster.)***

## Skating Party Questionnaire

1. Approximately how many skaters?

Less than 25

25-50

More than 50

2. How old is the person the party is for?

3. What kind of music would you like the dj to play? (circle all that are acceptable)

Country

R and B

Rock

Rap

Reggae

today's hits

Pop

hip hop

jazz

Special request \_\_\_\_\_

Kids only

Just keep the party going

4. Are there any special needs or requests we should know about beforehand?

Please mail this page in with your rental form and payment! Thank you!