



## 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 deposit** ( waived) and fee ( waived) 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>	\$75.00	\$25.00	\$150.00
<b>Small Pavilion</b>	\$40.00	\$15.00	\$80.00
<b>5<sup>th</sup> Street Facility – Aurand Room</b>	\$75.00 (3 hrs.)	\$25.00	\$200.00
<b>5<sup>th</sup> Street Facility – Rotary Room (200 Capacity)</b>	\$100.00 (3 hrs.)	\$25.00	\$200.00
<b>5<sup>th</sup> Street Facility – Gym</b>	\$150.00 (3 hrs.)	\$50.00	\$350.00

**Skating Party Fees**

<u>Minimum Fee (3 hours)</u>	<u>With DJ</u>
<b>\$125.00</b> No DJ Less than 25 skaters	<b>\$150.00</b> With DJ Less than 25 skaters
<b>\$150.00</b> No DJ 25-50 skaters	<b>\$175.00</b> With DJ 25-50 skaters
<b>\$175.00</b> No DJ 50 -75 skaters	<b>\$200.00</b> With DJ 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 refundable 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.
- 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.)***