

108 West Main Street,
PO Box 263
Fairfield PA 17320

The Borough of Fairfield Rental Agreement
Office Hours: Mon – Thu 10-4;
Fri by appointment
Email: borofairfieldpa@comcast.net

Office 717-642-5640
Fax 717-642-5649

The Borough of Fairfield agrees to the rental of its community room to the following individual/organization, and the lessee agrees to the rental terms as indicated below:

Printed Name of Responsible Person _____

Today's Date _____

Name of Organization _____

Email –will be used only for correspondence pertaining to this rental _____

Address _____

Telephone Number _____

Event or Activity _____

Rental date(s) _____ between hours of _____ AM/PM to _____ AM/PM Temp _____

The cost is \$60 up to 6 hours of use, \$75 for over 6 hours' use, payable 14 days prior to scheduled event.

A \$50 good-faith deposit is required when the rental is scheduled and will be returned when the community room is inspected and found damage free. The lessee agrees to pay for any and all damages to the lessor's property. Said damage to the property shall be the actual cost of any and all required repairs or replacements to return the property to the initial pre-rental condition.

The lessee shall not attach any item(s) to the community room walls. Tables and chairs may be used but must be returned to the storage area and the chair racks. Please dust mop or sweep after each use. Please bag and remove your trash to the outside trash container at back of the building. If it is determined that the community room has been left in an unsatisfactory condition, a portion of the deposit will be used to cover the cost of having it satisfactorily cleaned.

The Village Hall is a smoke and drug-free facility. No alcoholic beverages permitted.

A key must be picked-up one or two days prior to the scheduled event at the Borough Office during regular office hours. Please return the key to the Borough Office during regular office hours following your event.

Tenant(s) are advised that they are strictly responsible for insuring against any and all risks and loss of any and all personal property brought to the Borough Hall or left at or stored on the premises by Tenant(s).

**Fairfield Borough shall not be responsible
for any personal property of Tenant(s) that is lost, destroyed or stolen.
Emergency Contact # 717/642-5048 or 717-642-5616**

Signature of Responsible Person (lessee)

For Office Use:

Rental Payment

Key: Number _____

Good -Faith Deposit

Date Rec'd _____

Picked-Up _____ by _____

Date Rec'd _____

Cash _____

Returned _____ to _____

Cash _____ Check # _____

Check# _____

Returned _____ Check # _____