

108 West Main Street  
PO Box 263  
Fairfield PA 17320

**The Borough of Fairfield Rental Agreement**  
Email: [borofairfieldpa@comcast.net](mailto:borofairfieldpa@comcast.net)

Office 717-642-5640  
Mon–Thu 10:30-4:30  
Fri by appointment

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 \_\_\_\_\_

Security deposit payment reserves your rental date. Rent payment is due 14 days prior to scheduled event.

**No alcoholic beverages and no smoking, vaping, or drug use in the Village Hall OR on the premises.**

A \$50 good-faith deposit is required when the rental is scheduled and will be returned when the community room has been inspected and found clean and free of damage. The lessee agrees to abide by the rental conditions below and 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.

INITIAL ACKNOWLEDGEMENT HERE

**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. Floor should be dust mopped or swept after each use, and trash should be bagged and removed to the outside trash containers at the end of the parking lot. **Complete the clean-up checklist before leaving the building!** If it is determined that the community room has been left in an unsatisfactory condition, a portion or all of the deposit will be used to cover the cost of having it satisfactorily cleaned.

INITIAL ACKNOWLEDGEMENT HERE

A key must be picked-up one or two days prior to the scheduled event and returned **in person** 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, 717/642-5032, or 717/339-8549**

\_\_\_\_\_  
Signature of Responsible Person (lessee)

**For Office Use: Attach and check Clean-up Checklist before returning Good Faith Deposit**

Rental Payment

Key: Number \_\_\_\_\_

Good -Faith Deposit

Date Rec'd \_\_\_\_\_

Picked-Up \_\_\_\_\_ by \_\_\_\_\_

Date Rec'd \_\_\_\_\_

Cash \_\_\_\_\_

Returned \_\_\_\_\_ to \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_

Check# \_\_\_\_\_

Returned \_\_\_\_\_ Check # \_\_\_\_\_

Rev 08/2023