

108 West Main Street
PO Box 263
Fairfield PA 17320

The Borough of Fairfield Rental Agreement
Email: borofairfieldpa@comcast.net

Office 717-642-5640
Mon–Thu 9:00-3:00
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 or adjust the blinds on the front windows. If you feel the blinds should be adjusted, please let the Borough office know prior to your event. 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 # 717/357-0197, 717/642-5048, or 717/339-8549**

Signature of Responsible Person (lessee)

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

<u>Rental Payment</u>	<u>Key: Number</u>	<u>Good -Faith Deposit</u>
Amount _____	Picked-Up _____ by _____	Date Rec'd _____
Date Rec'd _____	Returned _____ to _____	Cash _____ Check # _____
Cash _____		Refunded _____ Check # _____
Check# _____		

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