

**2012 APPLICATION
PALMYRA BOROUGH
MUNICIPAL CENTER RECREATION ROOM RENTAL**

Please complete all page(s) of this form, answering all questions. Attach necessary insurance documents, event description or operations plan, at time of submission. This completed form must be submitted at least thirty (30) days prior to your event. Incomplete forms will be returned. Approvals will be granted on a first-come, first-serve basis. Prior use will be taken into consideration but there are no guarantees that your request will be approved.

Applicant Name: _____

*** Note: Must be a PALMYRA BOROUGH resident 21 years of age or older.**

Address: _____

Telephone Number: (H) _____ **(C)** _____

Organization Name: _____

Purpose for Room Use: _____

Additional Contact Person & Phone Number: _____

Name **phone number**

Event Dates and Times requested: Please list arrival time, meeting start time, and departure time. ** Building is available between Monday through Friday between 8am-10pm. * Maximum of 1 ½ hour prior to actual meeting start time for set-up is permitted. **** Clean-up must be finished by 8 pm promptly. Please add additional sheets if more dates are needed then space available.**

Event Date(s): _____ **2012**

Times: Set-up _____ **Start:** _____ **End:** _____

I have read the rules on the reverse side of this application and will be held responsible for any damages caused to Municipal Property. I understand failure to follow the rules may result in a fine and revocation of permission being granted to the organization. Furthermore, I understand that this is an application only. Applications will be reviewed and either a letter of confirmation or a letter of denial will be sent to me.

***Applicant signature**

date

PARPC Approval

date

**Mail to: Palmyra Area Recreation and Parks Commission (PARPC)
325 S. Railroad Street, Suite 1, Palmyra, PA 17078
(717) 838-9244**

PALMYRA MUNICIPAL CENTER RECREATION ROOM RULES AND REGULATIONS

Municipal Center room rentals are made available to residents of Palmyra Borough only. Applicants must be 21 years of age or older. The Borough office (717-838-6361) will be glad to answer any questions pertaining to the rooms (capacity, uses allowed, and outlet locations).

- **TIMES & FINES - Rooms may be used only for the times approved on your confirmation letter. Do not arrive early nor leave late.** If violations occur, a notice will be sent to the organization last using the facilities, as a reminder of this rule. If violations continue after the first notice, a \$50 fine will be charged for each occurrence. Additionally, the group will not be allowed to use the facilities until the fines are paid and a clear understanding of the rules is apparent.
- **NO ALCOHOL** - No alcoholic beverages are permitted on the premises.
- **NO SMOKING** - No smoking is permitted in the building.
- **The applicant must conduct a room check before leaving the room.** This must include: a) windows are closed, b) lights are off in the room and in the restrooms and hallway, c) air conditioning / heating should be reset to the temperature appropriate to time-of-year, d) door should be secured, e) stove is off, and f) all appliances, etc. are unplugged. If violations occur a notice will be sent to the organization last using the facilities, as a reminder of this rule. If violations continue after the first notice, a \$50 fine will be charged for each occurrence. Additionally, the group will not be allowed to use the facilities until the fines are paid and a clear understanding of the rules is apparent.
- **REFRIGERATOR** - A refrigerator is available for your use. Do not rearrange or remove food and drink for any amount of time from the refrigerator, which your organization did not place in the refrigerator. Remove all items not used by the end of your function. **Borough personnel will discard items remaining at the end of the day.**
- **DECORATIONS** - Nothing shall be taped, tacked, or otherwise fastened to any walls, windows, floors, or doors.
- **CHAIRS AND TABLES** are available for use. Applicant is required to leave the room, as it was found, with chairs and tables put away at the end of the function. Chairs and tables may not be taken out of the Recreation Room for any reason.
- **APPLIANCES** used to heat food or drink must be plugged into one of the electrical boxes located on the north wall of the Recreation Room (on either side of the kitchen door). Each of these electrical boxes has four outlets for your convenience. Use only appliances you bring – do not use another group's coffeepot, crock pot, etc. Also, do not leave your appliances in the room. Storage is only allowed in locked, rented spaces. Any items left in the kitchen will be either used by everyone or discarded.
- **CLEAN UP** - Kitchen, stove, and sink should be cleaned after use. Trash and waste should be placed in plastic bags. Trash bags must be supplied by the organization. Recyclables (glass or metal or #1 & #2 plastic cans/bottles/jars) should be placed in the recycling bin. Any leaves/twigs/flowers (centerpieces, decorations, etc.) must be disposed of in a separate container -- an empty box works best. **Although it is not required that you wet mop the floor it is required that the floor be swept and cleaned of any paper, cups, spills, etc. There is a broom available in the kitchen closet.**
- **DAMAGES** – The applicant/organization is responsible for all damages to the facility.
- **EMERGENCY EXIT LIGHTS** – If the emergency exit lights are not lit, please turn them on. One switch is near the double doors in the back of the room and the other is located in the hallway of the elevator doors.

RULES AND REGULATIONS FOR LARGE GROUPS:

- All of the rules and regulations listed above apply to large groups.
- One adult chaperon is **REQUIRED** for every ten (10) children/minors.
- In addition to the room rental application, a list of the chaperons must be submitted - listing name, address, phone number, and relationship to group (parent, teacher, etc.).
- All persons using the room are to confine activities to the room rented - using restrooms on the same level. No wandering throughout the building will be tolerated.
- No loitering in the parking lot area. Adults picking up children may park in any of the available parking spaces, but may not use the lot as a pick up/drop off staging area.
- It is suggested that when or if persons attending the function leave the building that a "No Readmission" policy be enforced.