

# NEW BERLIN COMMUNITY CENTER

## PURPOSE

The New Berlin Community Center is designated to serve the residents of the Borough of New Berlin, and other non-residents as time allows, by providing a public area for use for private parties, meetings, or other events, as well as activities open to the public.

New Berlin Borough is committed to creating a more diverse community; as part of that process, the Borough welcomes people from historically underrepresented groups to rent the community center.

## RESERVATIONS

- Reservations to secure the community center on specified dates must be made at the Borough Office, 700 Water Street, PO Box 330, New Berlin, PA 17855. **THE BOROUGH RESERVES THE RIGHT TO DENY ANY RENTAL.**
- Reservations will be made for Borough residents and non-residents on a first come, first served basis with the understanding that the Borough Council meetings have first priority.
- Reservations are not confirmed until deposits are made. There will be no exceptions to this policy.
- The required rental fee is due upon reservation of the community center. The security deposit is required thirty (30) days prior to the scheduled use date and must be made payable to the Borough of New Berlin.

## GENERAL POLICIES

- Use of the community center shall be subject to availability.
- Use of the community center may be denied based upon the past performance of the renter(s).
- Private parties or social function rentals may be reserved for use anytime for a fee of \$85.00 and a security deposit of \$150.00.
- Meetings and training rentals related to Borough business or training may be reserved for use Monday through Thursday. A security deposit of \$150.00 is required for meetings and trainings reserved by any organization that is not a Borough entity.

- Upon approval of Council, the rental fee may be waived for community events. A security deposit of \$150.00 is required for meetings and trainings reserved by any organization that is not a Borough entity.
- The use and time periods indicated on the Community Center Rental Agreement must be strictly adhered to including set-up and clean up.
- The Borough employees will set the thermostats for heating and cooling to meet normal requirements.
- IN NO INSTANCE SHALL THE FACILITY CONTAIN MORE THAN 89 PEOPLE AT A TIME.
- IN NO INSTANCE SHALL THE CONSUMPTION OF ALCOHOLIC BEVERAGES BE PERMITTED ON THE PREMISES.
- THE FACILITIES OF THE BOROUGH OF NEW BERLIN ARE SMOKE-FREE AND NO SMOKING IS PERMITTED INSIDE THE COMMUNITY CENTER. VIOLATION WILL RESULT IN THE LOSS OF THE SECURITY DEPOSIT.
- The renter(s) is responsible for the proper conduct of all persons present during the use of the facility. The renter(s) must be personally present at the facility at all times during the use of the facility.
- The renter(s) shall ensure that the community center is cleaned in its entirety and left in the same or better state as when first entered, before vacating the facility. Garbage must be taken off of the premises by the renter(s). The floors will be mopped by a Borough employee. A walk through inspection will be conducted by a Borough employee at the conclusion of the use of the facility within twenty-four (24) hours. Any additional cleaning or repairs required will be deducted from the security deposit, and any remaining amount will be charged to the renter(s).
- Rentals shall not include the set-up or takedown of tables and chairs. The renter(s) is solely responsible for these activities.
- Items MAY NOT be taped, pinned, or attached in any manner to the walls, doorframes, woodwork, etc., unless a product from the Borough's approved list is used. Renter(s) will remove all approved products from the premises before they leave.

#### SECURITY DEPOSIT

- For each facility use agreement, the renter(s) will be required to submit a refundable security deposit made payable to the Borough of New Berlin prior to the reservation date. The fee will be held until after the function and the community center is inspected and its condition found to be the same as before the function took place.

## CANCELLATION POLICY

- Individuals or groups requesting cancellation of reservations for the community center rental must do so at least fifteen (15) days prior to the scheduled use date. Notice of cancellation shall be made in person or in writing at the Borough of New Berlin office by the renter(s). If cancellation request is received less than fifteen (15) days prior to the scheduled use date, or if renter(s) fails to use the facility on the scheduled use date, the renter(s) will forfeit a portion of their rental fee for the scheduled use of the facility. Scale is as follows:

If cancellation is made on the day of the scheduled event, renter will forfeit the entire amount of the rental fee.

If cancellation is made between 1 and 7 days from the scheduled event, renter will forfeit  $\frac{3}{4}$  of the rental fee;

If cancellation is made between 8 and 14 days from the scheduled event, renter will forfeit  $\frac{1}{2}$  of the rental fee;

- Exceptions to this policy may be made on a case by case basis in the event of a very severe weather or other unusual emergency. Any appeals can be made to Borough Council by attending their next regularly scheduled meeting. Borough Council meetings are held the second Wednesday of every month at 7:00 pm at the community center.