

CLINTON COUNTY HOUSING AUTHORITY

369 LINDEN CIRCLE, LOCK HAVEN, PA 17745

PHONE (570) 748-2954

FAX (570) 748-5358

Print Date:

Tenant Information:

Phone Number:

Renovo, PA 17764

**JOHN SIMON COMMUNITY CENTER
RENTAL AGREEMENT**

RENTAL DATE: _____

Your request for the use of the John Simon Community Center has been approved. Use of this facility is at the courtesy of the Clinton County Housing Authority (CCHA). Treat the facility with respect. You must pick up the facility key at the Renovo Office during normal office hours. There is a maximum occupancy of 30 persons permitted.

There is NO SMOKING inside this facility. Smoking is NOT permitted on any CCHA property. Do not tamper with the vertical shades on the windows. They are expensive to repair or replace. **DO NOT HANG ANYTHING FROM THE WALLS OR CEILINGS!** No activities; i.e., ball playing, racket games, etc... are permitted outside the building. No business or sales activities (yard sales) are permitted. No bands or D.J.'s are permitted. No loud, noisy or unruly parties are permitted.

Please promptly return the key. A thorough inspection will be completed after each facility rental. CCHA will complete a bill detailing charges due for the cost of repairs for damage, any necessary cleaning, and excessive garbage. Charges will be due and payable immediately.

Please be advised, when you finish using the facility, you are responsible for the following:

1. ALL DOORS & WINDOWS MUST BE CLOSED & LOCKED
2. CHAIRS RETURNED TO ORIGINAL POSITION
3. FLOORS CLEANED WITH SWEEPER PROVIDED
4. GARBAGE PLACED IN PROPER RECEPTACLES
5. ALL LIGHTS TURNED OFF
6. ALL RESTROOMS CLEANED UP
7. TABLES RETURNED TO ORIGINAL POSITION
8. PICK UP LITTER FROM ALL OUTSIDE AREAS
9. RETURN THE KEY TO THE RENOVO OFFICE
(Use the mail slot in the office door, Monday through Friday, 8:00am until 4:00pm)

ACKNOWLEDGMENT

I have read this form and fully understand that I am responsible for the care of this facility. I agree to abide by all the guidelines outlined above. I accept responsibility for the behavior of all my guests. I agree to pay for repairs resulting from damage caused and also for any clean up costs.

Signed: _____

Date: _____