

**DARLINGTON TOWNSHIP MUNICIPAL ROOM LEASE  
AGREEMENT AND RENTAL RULES**

*This form is intended to be a legally binding agreement*

**PARTIES**

1. This Agreement entered into on \_\_\_\_\_ (date), is between  
\_\_\_\_\_  
\_\_\_\_\_ (applicant) of  
\_\_\_\_\_  
\_\_\_\_\_ (address)  
and Darlington Township.

**PROPERTY**

*Initial all that apply*

2. This Agreement shall be for the use of the **Municipal Room** located in the Township Building at 3590 Darlington Road, Darlington, PA 16115.  
\_\_\_\_\_  
(initials)
3. This Agreement shall be for the use of the **Municipal Pavilion** located adjacent to the rear parking lot of the township building located at 3590 Darlington Road, Darlington, PA 16115. \_\_\_\_\_ (initials)

**TERM**

4. The term of this Lease Agreement shall begin on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ am/pm.
5. The term of this Lease Agreement shall conclude on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ am/pm.

**FEES and DEPOSITS**

6. In the event Lessee leases the **Municipal Room**, the Lessee, at the time of signing this Agreement, shall provide a **refundable security deposit** to the Lessor in the amount of **One-Hundred- Fifty- Dollars (\$150.00)**. Lessee, at the time of signing this Agreement, shall also provide the **rental fee in the amount of One-Hundred-Fifty Dollars (\$150.00)**. *Checks should be payable to Darlington Township.*

7. In the event Lessee leases the **Municipal Pavilion**, the Lessee, at the time of signing this Agreement, shall provide a **refundable security deposit** to the Lessor in the amount of **Fifty Dollars (\$50.00)**. Lessee, at the time of signing this Agreement, shall also provide the **rental fee in the amount of Fifty Dollars (\$50)**. *Checks should be payable to Darlington Township.*
  
8. In the event the Lessee leases both the **Municipal Room and the Municipal Pavilion**, the Lessee at the time of signing this agreement shall provide a **refundable security deposit of One-Hundred-Seventy-Five Dollars (\$175.00)**. Lessee at the time of signing this Agreement, shall also provide the **rental fee in the amount of One-Hundred-Seventy-Five-Dollars (\$175.00)**.
  
9. An inspection of the Municipal Room and/or Municipal Pavilion will be completed at the conclusion of the aforementioned term. Charges including, but not limited to, damages, extra clean-up, or extra labor will be deducted from Lessee's security deposit in the amount of the cost to repair damages and/or the rate of \$20.00 per hour. Any remaining security deposit shall be returned to the Lessee.

### **RULES and CONDITIONS**

**Alcohol is PROHIBITED in or on the premises.** Possessing, consuming, or dispensing alcohol by the Lessee, or any guests of the Lessee, **shall result in forfeiture of the entire security deposit.** \_\_\_\_\_ (initials)

Lessee is **PROHIBITED** from **using tape, thumbtacks, staples, nails, or affixing any items on the walls, windows, ceiling, or light fixtures** of the Municipal Room or any adjacent areas that the Lessee may access. Evidence of any damage to the walls, windows, ceiling, or light fixtures upon inspection **shall result in forfeiture of the entire security deposit.** \_\_\_\_\_ (initials)

Any staining, spills, or other damage to the flooring of the Municipal Room or any adjacent areas that the Lessee may access shall be reported immediately. Evidence of any damage to the flooring upon inspection without prior notification, **shall result in forfeiture of the entire security deposit.** \_\_\_\_\_ (initials)

The undersigned has read the foregoing prior to the execution and understands all the aforementioned terms.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

**By executing this Agreement, Lessee also acknowledges and agrees to the following Rules and Conditions:**

- a. Lessee must be twenty-one (21) years of age or older and is responsible for the conduct of their guests; \_\_\_\_\_ (initials)
  - b. Lessee must be present at all times during the term of the Lease; \_\_\_\_\_ (initials)
  - c. Lessee remains responsible for leaving the Municipal Room and/or Municipal Pavilion in the same condition it was at the beginning of their lease; \_\_\_\_\_ (initials)
  - d. **Smoking is strictly prohibited inside the Municipal Room** and any room adjacent to which Lessee may access; \_\_\_\_\_ (initials)
  - e. Tables and chairs shall not be removed from inside of the Municipal Room; \_\_\_\_\_ (initials)
  - f. Lessee shall refrain from using glitter, confetti, or sprinkles inside of the Municipal Room; \_\_\_\_\_ (initials)
  - g. Lessee shall obtain written permission from Darlington Township officials prior to using any off-road vehicles at the Lessor's property; \_\_\_\_\_ (initials)
  - h. Lessee shall obtain written permission from Darlington Township officials prior to using any fireworks at Lessor's property; \_\_\_\_\_ (initials)
  - i. Lessee shall **clean the Leased property at the conclusion of their event**- all tables must be wiped clean, all tables and chairs must be placed back in the position they were in upon Lessee's arrival, and all floors must be vacuumed; \_\_\_\_\_ (initials)
  - j. Lessee shall remove all exterior signs, notifications, and/or decorations at the conclusion of the Lease term; \_\_\_\_\_ (initials)
  - k. Lessee shall **clean the kitchen area and deposit all trash in the on-site dumpster**; \_\_\_\_\_ (initials) and
  - l. Lessee shall lock all doors at the conclusion of the Lease term and place the keys within the designated location; \_\_\_\_\_ (initials)
10. Lessee shall **contact Sue Raab- (724) 277-5724 at least ten (10) days prior** to the beginning of the Lease to make arrangements for accessing the Municipal Room. \_\_\_\_\_ (initials)

**ACKNOWLEDGEMENT**

By executing below, you agree to abide by all rules and conditions set forth in this Lease Agreement and that **any violation thereof may result in immediate expulsion from the premises, forfeiture of all rental fees, and all security deposit(s)**. Additionally, Darlington Township reserves the right to suspend Lessee's future Leasing privileges.

The undersigned has read the foregoing prior to the execution and understands all the aforementioned terms.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

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**OFFICE USE ONLY**

\_\_\_\_\_  
Date Agreement Received

\_\_\_\_\_  
Fee Received (cash/check)

\_\_\_\_\_  
Deposit Received (cash/check)

\_\_\_\_\_  
Date Deposit Returned