

BOROUGH OF INGRAM

40 West Prospect Avenue
Pittsburgh, PA 15205
Phone 412-921-3625 Fax 412-921-5088

ROOM RENTAL APPLICATION

Hall or Room Requested _____

Name of Organization _____

Individual Making Request _____

Address _____

Phone number _____

Purpose of Rental _____

Date of Event _____ Beginning and Ending Time of Event _____

Time Access Needed to Building _____

Rental Fee: \$200 rental/\$300 refundable deposit

Security Deposit Amount _____ Date Paid _____ Check/Cash

Rental Fee _____ Date Paid _____ Check/Cash

I/WE, CERTIFY THAT I HAVE BEEN PROVIDED A COPY OF THE RULES AND REGULATIONS GOVERNING THE LEASING OF THE ABOVE STATED PREMISES. I UNDERSTAND THAT UPON THE INFRACTION OF ANY OF THESE RULES AND REGULATIONS, MY DEPOSIT WILL NOT BE REFUNDED.

Signature of responsible party

Printed name of responsible party

Rule and Regulations for the Leasing of Borough Facilities

1. The Borough Building is a No Smoking facility; therefore no smoking is permitted anywhere in the Borough Building or surrounding Borough property.
2. In the event any music is provided, such music shall be discontinued at 9:00 pm.
3. The leasing parties understand and agree that this lease agreement does not include the use of any kitchen utensils or dishes.
4. This lease agreement includes the use of the kitchen facilities in the building for the dispensing and serving of food previously prepared. It is specifically understood and agree, however, the leasing parties will not cook or otherwise prepare any food on the premises; however, food prepared elsewhere may be warmed. NO REFRIGERATOR IS AVAILABLE.
5. The leasing parties shall be responsible for the removal of all food, beverages, containers and decorations. All garbage must be placed in garbage cans provided by the lessor. **Civic Groups using the building at no charge are responsible for placing all of their garbage in the dumpster located on the north side of the building after each use.**
6. No attachments of decorations or otherwise shall be made to the ceiling, woodwork or draperies.
7. Security deposit shall be returned within 30 days after the date of usage of the building provided no damage or breakage has occurred. The Borough of Ingram reserves the right to deduct from said security deposit any sums required to replace or repair any damage or breakage. It is further understood and agreed by the leasing parties that any damage in excess of the security deposit shall be payable by the leasing parties.
8. The leasing parties jointly and severally do hereby agree to hold harmless the Borough of Ingram from any claim or demand which may be made arising out of, or by reason of, any cause whatsoever from the use of the premises and shall indemnify the Borough of Ingram from any liability to any person for injury or property damage.
9. The leasing parties specifically understand and agree that their organizations and the individual/s named as leased parties shall be jointly and severally liable under the terms of this lease agreement.
10. Payment in full must be received before the room can be reserved.
11. Two (2) checks need presented. One for the security deposit and one for the rental fee.
12. No alcoholic beverages are permitted.
13. Cancellations must be made seven (7) days prior to the leasing date to receive a refund.
14. The person making application must be at least 21 years of age, be responsible for set up and take down, be present during regular Borough business hours for set up and be present during the time of use.
15. Ingram Borough reserves the right to patrol all rentals and make unannounced stops. If there is any noncompliance to the rental rules, the renter will forfeit the security deposit and be immediately ejected from the premises.