



Facility Rental Application

RULES & REGULATIONS

- ❖ 50% Down payment due at time of reservation.
- ❖ Balance is due 7 days prior to the event or risk cancellation.
- ❖ Full refund of monies paid if cancelled 30 days prior to event.
- ❖ No alcoholic beverages, smoking or vaping in the community center.
- ❖ Keep the noise to a minimum, there may be other occupants in the building.
- ❖ All Children must be accompanied by an adult at all times.
- ❖ Guests should not be permitted to occupy other areas of the building not designated in your agreement.
- ❖ Renter is responsible for any damages that may occur to EBACC property.
- ❖ EBACC is not responsible for any injuries that may occur to guests during the use of our facility.
- ❖ Brooms, mops & cleaning supplies are in the closet near the men's room
- ❖ A \$50 clean up fee will be billed if you don't return the space to the condition it was when you arrived and/or take your trash with you.
- ❖ Turn off any lights, fans & AC that you have turned on upon leaving

Pavilion

\$75 dawn to dusk
electric & restroom included
up to 80 guests

Classroom 1A or 1D

\$35/hour up to 40 guests

Classroom 2A

\$45/hour up to 40 guests

Gymnasium

\$250 up to 4 hours
\$60/hour each additional
NO A/C up to 200 guests

Event Date: _____ Start Time: _____ End Time: _____

Number of Guests: _____ (include the time you need to set up and clean up if applicable)

Purpose of Event _____

Organization/Individual Renting _____

Contact Person Day of Event _____ Phone _____

Address _____ Township/Borough _____

City _____ State _____ Zip _____

Phone _____ Alternate # _____ Email _____

Which space? Pavilion Gymnasium (no air conditioning) Classroom # _____

Room set up \$25/Gym set up \$50 Yes No **If yes, provide a diagram including # of tables & chairs

Equipment Available (Check all that apply)	<input type="checkbox"/> TV/VCR \$50	<input type="checkbox"/> Laptop Projector \$50	<input type="checkbox"/> Overhead Projector \$15
	<input type="checkbox"/> Portable Speaker w/ Mic \$25	<input type="checkbox"/> Easel \$5	<input type="checkbox"/> Portable Screen \$10
	<input type="checkbox"/> Small White Board \$5	<input type="checkbox"/> Large White Board \$15	

By signing below I attest that I have read, understand and agree to abide by the rules/regulations listed above.

Signature _____ Date _____