

# 2024 Conoy Community House Reservation Form

2346 River Road Bainbridge, PA 17502

**EVENT DATE:** \_\_\_\_\_

**EVENT TIME(S):** \_\_\_\_\_

Include set up & clean up - Total 6 hours at base rate. Additional time is \$30 per hour  
Anytime between 9:00 am & 11:00 pm. You must be cleaned up and out of the facility by 11:00 pm.

**PURPOSE OF EVENT:** \_\_\_\_\_

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**\$70 CASH Deposit required at time of reservation (\$10 Key/\$60 Cleaning):** \_\_\_\_\_

Change will not be given - it will be applied to your reservation costs

Received by Twp Staff

**Renter's Signature** \_\_\_\_\_

\*\*\*\*\*

## **RENTAL FEE DUE WHEN KEY IS PICKED UP:**

**Resident Fee: \$150\***

(Person filling out form lives within Conoy Township)

Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ No Fee \_\_\_\_\_ Rec'd by Twp Staff: \_\_\_\_\_

**Non-Resident Fee: \$200\***

(Person filling out form lives outside Conoy Township)

Date Received \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ No Fee \_\_\_\_\_ Rec'd by Twp Staff: \_\_\_\_\_

*Optional Services we provide for a fee. Please initial next to them if you would like to take advantage of these services:*

*Projector Rental for Screen: \$15\_\_\_\_\_ Remove all Bagged Trash and Place out back: \$15\_\_\_\_\_*

*Additional Hours \_\_\_\_\_ \$30/hr. = \$\_\_\_\_\_*

## **KEYS/CLEANING:**

Copy of Rules and Key # \_\_\_\_\_ Date Received: \_\_\_\_\_ Renter's Initials \_\_\_\_\_

Key Returned: Date: \_\_\_\_\_ Renter's Initials \_\_\_\_\_

Cleaning Deposit Returned: Amount \_\_\_\_\_ Date \_\_\_\_\_ Renter's Initials \_\_\_\_\_

**\*All rental fees are subject to change without notice. Any increase must be paid prior to rental.**

# 2024 CONOY COMMUNITY HOUSE RENTAL INFORMATION

2346 River Road, Bainbridge, PA 17502

**\*\*\$70 EXACT CASH DEPOSIT MUST BE PAID AT TIME OF RESERVATION\*\***

**BUILDING CAPACITY: 100 PEOPLE MAXIMUM (CHAIRS AVAILABLE TO SEAT 65)**

**RENTAL RATES:**       \*\$150.00 (4 HOURS) RESIDENT RENTAL RATE  
                             \*\$200.00 (4 HOURS) NON-RESIDENT RENTAL RATE  
                             \*\$30.00 (EACH ADDITIONAL HOUR OVER 4 HOURS)

**\*\*Rental Hours anytime between 9:00 am – 11:00 pm. Must be cleaned up and out by 11:00 pm.**

**\*\*CANCELLATIONS WITHIN 30 DAYS OR LESS OF RESERVATION DATE WILL RESULT IN FORFEITURE OF THE \$70 DEPOSIT\*\***

**ACCESSIBILITY:**       RESIDENT RENTALS BEGIN OCTOBER 1<sup>st</sup> for the following year;  
                             NON-RESIDENT NOVEMBER 1<sup>st</sup> for the following year  
                             BUILDING CAN BE ACCESSED AFTER 9 A.M. ON THE DATE OF RENTAL INCONJUNCTION WITH  
                             YOUR RENTAL TIME. RENTALS INCLUDE A TOTAL OF 6 HOURS. 1 HOUR SET UP, 4 HOUR EVENT,  
                             1 HOUR CLEAN UP

**DEPOSIT PAYMENT:**   **\*\*\$70.00 EXACT CASH ONLY DEPOSIT REQUIRED AT TIME OF RESERVATION TO HOLD RENTAL –**  
                                  change will not be given; it will be applied towards your rental  
                                  (\$10.00 KEY DEPOSIT; \$60.00 CLEAN-UP DEPOSIT).  
                                  **A LOST KEY WILL RESULT IN CHARGE OF \$325.00 TO REKEY LOCKS**

**DEPOSIT RETURN:**   - RENTER RECEIVES CLEAN-UP CHECKLIST AND MUST RETURN COMPLETED CLEAN-UP  
                                  CHECKLIST WHEN RETURNING KEY THE TUESDAY AFTER THE RESERVATION  
                                  - HOUSEKEEPER INSPECTS BUILDING AND PROVIDES CLEAN-UP  
                                  CHECKLIST. IF THERE ARE ANY DISCREPANCIES BETWEEN THE TWO LISTS HOUSEKEEPER'S  
                                  CHECKLIST WILL TAKE PRECEDENCE  
                                  - IMPROPER CLEAN-UP WILL RESULT IN WITHHOLDING OF A PORTION OR ALL OF CLEAN-UP  
                                  DEPOSIT  
                                  - ALL CLEANING SUPPLIES ARE AVAILABLE INCLUDING TRASH BAGS  
                                  - ANY TAPE PLACED ON WALLS/CEILING, MUST BE REMOVED DURING CLEAN-UP. ONLY  
                                  PAINTERS TAPE AND SCOTCH TAPER ARE PERMITTED.  
                                  - ANY CLIPS IN THE CEILING THAT HAVE BEEN MOVED, MUST BE PLACED BACK WHERE THEY  
                                  WERE ORIGINALLY LOCATED  
                                  - DO NOT MOVE EXTENSION CORDS THAT HAVE BEEN PLACED IN THE CEILING  
                                  - NO DISCREPANCIES RESULT IN FULL RETURN OF \$10.00 KEY AND \$60.00 CLEAN-UP DEPOSIT)

**RENTAL PAYMENT:**   \$150.00 RESIDENT RENTAL RATE DUE WHEN PICKING UP KEY  
                                  \$200.00 NON-RESIDENT RENTAL RATE DUE WHEN PICKING UP KEY  
                                  **THIS PAYMENT CAN BE CASH OR CHECK**

**KEY PICK UP:**       KEY CAN BE PICKED UP **BY 3:00 PM** THE FRIDAY BEFORE WEEKEND RENTAL, UNLESS  
                                  OTHERWISE INSTRUCTED DUE TO A HOLIDAY OFFICE CLOSING

**KEY RETURN:**       KEY MUST BE RETURNED **BY 3:00 PM** ON THE TUESDAY AFTER THE EVENT  
                                  UNLESS OTHERWISE INSTRUCTED

**FACILITIES:**       HANDICAP ACCESSIBLE RAMP                   3 RECTANGULAR FOLDING TABLES  
                             FULLY FUNCTIONAL KITCHEN                 65 FOLDING CHAIRS  
                             5 - 60" ROUND TABLES                   PROJECTOR RENTAL \$15.00

**TRASH SERVICE NOT INCLUDED. ALL TRASH, INCLUDING BATHROOMS, MUST BE REMOVED FROM THE PROPERTY BY THE RENTER.**

# **Conoy Community House Rules**

- **Do not enter the building before 9 a.m. on the date of your rental. Your entry time was listed on your reservation form as part of your total hours**
- **Valid ID may be required from any individual renting the facility**
- **No ALCOHOL permitted on premises - no exceptions**
- **No pets – unless Certified Service Animals**
- **No bonfires**
- **No smoking / vaping in the building**
- **Pick up all debris and litter inside and out**
- **Weekend Rental Deposits will be returned the following Tuesday. Weekday rentals will be coordinated with the renter.**
- **Any clips in the ceiling that have been moved, must be placed back where they were originally located**
- **DO NOT move the extension cords which have been strung in the ceiling**
- **All tape that is used for decorations, must be removed from walls/ceiling during clean-up. Duct tape is NOT permitted! Only painters tape/scotch tape is permitted.**
- **Rental is for 4 hours of party time; additional hours can be purchased. 1 hour set up and 1 hour clean up are included for a total of 6 hours.**
- **Set up and tear down MUST occur on the date of the event and if this rule is violated your entire deposit will be retained by the Township. You must be cleaned up and out of the facility by 11:00 pm.**
- **“For Profit” events are not permitted – no exceptions.**
- **Attached clean-up check list should be completed. If these tasks are not satisfactorily completed, the Township reserves the right to withhold a portion or all the clean-up deposit at our discretion.**

# Conoy Community House Renter Cleaning Checklist

Township housekeeper will be using the same checklist during inspection of the property. If these tasks are not satisfactorily completed, the Township reserves the right to withhold a portion or all the cleaning deposit at our discretion. **Signed and dated checklist must be returned to the Township office when returning the key, the following Tuesday. If the checklist is not returned, we cannot refund your deposit.**

**Cleaning products can be found under the kitchen sink or in the back room by the thermostat. Dry & Wet mops as well as the vacuum are in the back room by the thermostat. Empty the vacuum when finished.**

## 1.) \$12.00

- Refrigerator (cleaned out, no food or drink left behind)
- Stove/Microwave (cleaned inside and out)
- Surfaces Cleaned: Countertops, Tables and Sink

## 2.) \$15.00

- Trash bagged and removed (including both bathroom trash cans)

## 3.) \$12.00

- Floors dry mopped
- Floors wet mopped (use small bucket to fill mop bucket. Dirty water can be poured down toilet when complete)

## 4.) \$12.00

- Rug (vacuumed)
- Glass doors, inside & out (use Windex)
- Sunroom windows (hand/fingerprints use Windex)

## 5.) \$12.00

- Furniture (if moved, put back)
- Lights off
- Thermostat temperature set to (68 degrees during winter months and 70 with the AC on during summer months)

**\*\*\*Return this completed checklist and the key to the Township office on the TUESDAY following the event between 8:00 a.m. and 4:30 p.m., unless directed otherwise.**

Signature of Renter \_\_\_\_\_ Date of Reservation \_\_\_\_\_