



299 Park Avenue / PO Box 67, Quarryville, PA 17566

717-806-0123 / [admin@secarec.com](mailto:admin@secarec.com) / [www.secarec.com](http://www.secarec.com)

**Building Rental Agreement**

Lessee  
(Organization/Individual) \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

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

Rental Date \_\_\_\_\_ Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

**FULL DAY (8 hours), \$450 HOURLY, \$60/hour, minimum of 2 hours required.**

Maximum Occupancy: 150 persons; Tables and chairs available for 115

SECURITY DEPOSIT: Full Day Rental-\$250; Hourly Rental-\$100; Please write a separate check for security deposit, to be returned after event, unless damages are made to the property.

*Note: If you are in the facility prior to or later than the above times, you may lose your security deposit. Rental time change requests must be received and approved by the Director **one week** prior to your event.*

In consideration of the mutual promises contained in this agreement and intending to be legally bound, the parties agree as follows:

**SECA CENTER**

Rental Fee (Full Day/Hourly) \$ \_\_\_\_\_

Security Deposit \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Deposit:

Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ C#/Cash/Credit \_\_\_\_\_

Final Payment:

Date \_\_\_\_\_ Amount \$ \_\_\_\_\_ C#/Cash/Credit \_\_\_\_\_

**THE BUILDING IS A SMOKE FREE BUILDING!**

To guarantee rental, a minimum deposit of \$100 and signed contract must be returned to SECA as soon as possible to secure your date. **Final payment must be made within one week prior to the event.**

1. Lessee will strictly comply with the rental times and rental fees set forth in this agreement.
2. Lessee cancellation less than thirty (30) days prior to the event will forfeit 50% security deposit and within 7 days of rental will forfeit 100% of security deposit.
3. Lessee will comply with the attached rules and operations and such rules and operations are part of this agreement as is set forth within this agreement.
4. Lessee is responsible for maintaining the Facility and understands that Lessee will be held financially responsible for any damage occurring while Lessee occupies the Facility. Lessee also agrees to leave said Facility in a clean state, as determined solely by the Lessor, and Lessee understands that failure to do so may result in forfeiture of the Security Deposit and additional charges, if the Security Deposit is insufficient to restore the Facility to original condition.
5. Lessee is responsible for ensuring that any food service equipment, supplies and beverage service used or furnished at the Facility are in full compliance with all applicable laws, ordinances, rules and regulations of all government agencies having jurisdiction, as if these laws, rules and regulations were fully rewritten in this lease.
6. All rental fees will be for the agreed time and date only. All functions must cease and the rented area(s) must be vacated, all personal property removed, and restored to clean and original condition no later than the date and time specified in this agreement. Lessee shall be liable for any damages to Lessor or other Lessees resulting from its failure to timely vacate the rented area(s).
7. Lessor is not responsible for any injuries, damages or loss to any person or any personal property brought onto the Facility.
8. Lessor's representatives reserve the right to enter the Facility at any time during the period of rental to assess compliance with any applicable laws, rules, regulations or terms of this Rental Agreement. Lessor's representatives have the authority to terminate this rental agreement at any time for non-compliance with applicable laws, rules, regulations or the terms of this Rental Agreement without reducing the rent due or refunding any rent paid.

In consideration of the foregoing rental agreement, Lessee hereby releases, acquits and forever discharges Lessor, its employees, officers, directors, trustees and members from any and all liability including, without limitation: any and all property damage, personal injury, illness, death or anything resulting from or as a result of the rental of said premises and Lessee hereby agrees to indemnify, defend and hold harmless Lessor, its agents, employees, officers, directors, trustees and members from and against all liabilities, obligations, damages, penalties, claims, causes of actions, costs, charges and expenses, including reasonable attorneys' fees which may be imposed upon or incurred by or asserted against Lessor by any person or entity.

**SOUTHERN END COMMUNITY ASSOCIATION, "Lessor"**

By: \_\_\_\_\_ SECA Representative

Lessee: \_\_\_\_\_

## **RULES AND OPERATIONS**

**THE BUILDING IS A SMOKE FREE BUILDING. ALL SMOKING MUST BE OUTDOORS AND CLEANED UP. YOUR COOPERATION IS GREATLY APPRECIATED.**

**Any damages or broken items must be reported to the SECA Office, 717-806-0123. In case of emergency, please call 717-844-4169.**

**Keys must be picked up at the SECA Building during regular business hours, Monday-Friday, 10 am to 4 pm. Please call ahead to set up a time with office staff.**

### **CLEANUP**

- All cleaning supplies are located in the downstairs "Phone Closet".
- Trash is to be removed and taken to outside dumpster. Replace trash bags in containers.
- Please vacuum carpeted area if needed at the end of your event.
- Flooring is to be swept and mopped.

### **LIGHTING**

- Restroom lights and fan are operated by switch outside of restrooms on the lower level.
- Switches behind bar operate individual fixtures downstairs.
- Turn off all lights at end of event.

### **HVAC**

- Upper room thermostat is located in northeast corner of the room. Adjust temperature for heat or cool and turn fan to AUTO.
- Lower room thermostat is located behind the bar. Adjust temperature for heat or cool and turn fan to AUTO.
- At the end of event, set Heat to 65 degrees and Cool to 75 degrees and turn fan on AUTO.

### **CHAIRS AND TABLES**

- Chairs and tables can be arranged as you wish for your event. Clean and return to original layout in closet when event is over.
- Tablecloths are the responsibility of the Lessee.

### **ALCOHOL**

- Alcohol may be brought in by a responsible adult and must be removed at the end of the event.

### **PETS**

- No pets permitted. **ADA definition:** "Any dog which has been or is in the process of being trained as a guide dog, signal dog or has been trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, pulling a wheelchair or fetching dropped items."

### **OTHER**

- Items in the kitchen belong to SECA.
- Restroom supplies are in the "Phone Closet" on the lower level.
- All doors and windows must remain secured. Do not prop doors open.

## SECURITY DEPOSIT

It is the responsibility of the lessee:

1. To report noticeable damages that you find to SECA upon arrival, not at checkout or you may be held liable.
2. To leave the property in the same condition as you found it.

Security Deposit should be returned within 2 weeks after your event, provided there are no deductions. If there are deductions, it may take longer to reconcile. Your security deposit can be withheld in full or proportionately for the following reasons, including, but not limited to:

- Any evidence of smoking inside the building. All interior spaces of our building are designated "non-smoking."
- Cigarette butts and ashes left outside the building, must be removed/cleaned up.
- Pet evidence inside the building.
- Interior spaces of the building not properly cleaned. For example: vacuum if necessary, wipe off counters, tables and chairs. A general cleaning must be completed.
- Trash left inside the building. All trash must be put in the dumpster located on the left side of the parking lot.
- Tables and chairs not cleaned off and returned to closet.
- Damages to ceilings, light fixtures, walls, carpet, vinyl flooring. (stains, tears, burns, scratches)
- Failure to return key.
- Non-sufficient funded checks will be charged a \$50 fee.

The above is an addendum to your agreement. Please read and sign below.

Signature of \_\_\_\_\_ Date \_\_\_\_\_  
Lessee

**Southern End Community Association**  
**299 Park Avenue / PO Box 67**  
**Quarryville, PA 17566**  
**Phone: 717-806-0123 Fax: 717-806-0361**  
**Email: [admin@secarec.com](mailto:admin@secarec.com)**  
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