Borough of Heidelberg

1631 East Railroad Street, Heidelberg, PA 15106
Phone: 412-276-0363 Fax: 412-446-2783
www.heidelbergborough.org manager@heidelbergborough.org

APPLICATION FOR COMMUNITY ROOM RENTAL
1639 East Railroad Street, Heidelberg, PA 15106

Name of Applicant: _____

Street Address: _____

City, State, Zip: _____

Phone Number (Day) _____ (Evening) _____

Date Requested for use of room: _____ Number attending (50 Max):_____

Purpose for use of Room: _____

Function Hours: _____ to _____
(Anytime between 10:00 am & midnight is acceptable)

RENTAL FEES

Resident	$50.00
Non-Resident	150.00
Non-profit	Discounted rate – please inquire.
Security Deposit – due at time of rental	$50.00Resident - $200.00 Non resident

All fees including security deposit will be deposited immediately.

Anyone found to be in violations of the "Rules & Regulations" of the Community Room will be subject to the forfeiture of their deposit and prohibited from the future use of the room.

I, the applicant, verify that I have received and read the "Application Procedures" as well as the "Rules and Regulation" and agree to abide by these as stated. I also understand that I will be held responsible for any damage or loss of property due to my rental.

Signature of Applicant:_____ Date_____

Note: **All checks must be from the applicant**
Make Check Payable to *Heidelberg Borough*

Check # _____

Check Date: _____

Do not write below this line

Application Received By: _____ **Deposit Returned:** _____

Revised 03/2022

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Community Room Application Procedures

1. Reservations are accepted on a first come, first serve basis only.
2. No advanced phone reservations will be accepted.
3. Applications must be made in person, by the applicant, at the Borough Building, 1631 East Railroad Street, between 8:00 AM and 4:00 PM Monday through Friday. Changes must also be made in person and in writing by the applicant.
4. All reservations must be paid in full at application time.
5. ***The full rental fee and deposit should be submitted in two checks. Your deposit will be held and returned in full or partially, depending on the condition of the room, within three (3) weeks after the date of the event.***
6. Reservations will be accepted in the current year only starting after January 1st.
7. No rental fee refunds will be granted for cancellations of less than seven (7) days.
8. Rental fee refunds will be granted for bookings, only upon receipt of written notice at least thirty (30) days prior to the reserved date. A $10 penalty fee will be assessed for all cancellations for administrative costs.

COMMUNITY ROOM RULES AND REGULATIONS

1. This permit, issued by the Borough must be brought to the Community Room as proof for use of the facility.
2. CALL HEIDELBERG POLICE TO OPEN FACILITY, CALL THE NON-EMERGENCY NUMBER: 412-477-1534. The Officer on duty will meet you at the back door (Oak Way) to grant you access to the building.
3. In the event that the room or grounds area is damaged prior to you using the facility, you should contact the Police Department at 412-477-1534 and an officer will note the condition of the facility on your permit.

4. The Community Room and grounds must be vacated by 12:00 Midnight.
5. Alcoholic beverages are not permitted.
6. No smoking is allowed in the building.
7. Offensive, lewd or obnoxious behavior is prohibited.
8. The room and kitchen area must be cleaned before it is vacated. The floor must be swept and all the trash is to be deposited in the blue Allied Waste Dumpster with the GREEN / YELLOW – **HBG**. Sticker On it, located behind the building. The room shall be left in the same condition in which it was found.
9. All decorations must be removed, i.e.: tape, crepe paper, balloons and signs.
10. Deep-frying of food is prohibited. The microwave, stove and oven should be used for heating purposes only. Please make sure the oven is turned off before you leave the room.
11. Kitchen utensils are to be provided by the renter.
12. The stove, oven and microwave must be cleaned before leaving.
13. The restrooms are to be maintained in a neat and sanitary condition.
14. Any equipment, which is utilized, must be returned to the place it was found.
15. **All persons are to remain in the lower level of the building.**