

**Mountville Borough Authority**

21 East Main Street

P. O. Box 447

Mountville, PA 17554-0447

**MOUNTVILLE AREA COMMUNITY CENTER SINGLE DATE USE APPLICATION  
(Including Release, Hold Harmless and Indemnification)**

Applicant: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_

Telephone: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Business: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Area of Rental: \_\_\_\_\_

(Gymnasium, Auditorium, Community Room or Meeting Room)

Date(s) of Rental: \_\_\_\_\_

(If you are renting the space more than one time in a six-month period,  
please list all dates)

Length of Event: \_\_\_\_\_

(Minimum two hours; maximum eight hours)

Start of Event: \_\_\_\_\_ End of Event: \_\_\_\_\_

Purpose and detailed description of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected attendance: \_\_\_\_\_

Will set up/Break down be needed?: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, how many: Chairs: \_\_\_\_\_ Tables: \_\_\_\_\_

Will food and/or beverages be served? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Insurance Requirements:** A certificate of insurance which names Mountville Borough Authority and all its agents, officials, and employees as additional insured must be attached to this application. Such certificate of insurance must have at least single limit coverage for general liability and property damage \$500,000.

**Imposition of additional costs:** Applicant hereby agrees to pay any additional costs incurred by Mountville Borough Authority to provide services, clean the space and/or repair damage to the MACC which results during Applicant's occupancy of the MACC. Such costs will be billed to the Applicant.

**Acknowledgment of Receipt of Rules and Regulations:** The undersigned hereby acknowledges receipt of the rules and regulations pertaining to the use of the Mountville Area Community Center. It is understood that failure to comply with these rules and regulations may result in forfeiture of any posted security deposit, the refusal to allow the future use of the Mountville Area Community Center, and/or prosecution.

**FEE:** The required fee must be included with this application. If the Applicant has requested set up and break down services, the applicable fee for such services must also be included with this application.

I/We, the undersigned, do hereby agree to strictly comply with the rules and procedures established by the Mountville Borough Authority governing the use of the Mountville Area Community Center. Applicant(s)/organization agree to assume full responsibility for damage to the property. In consideration of the foregoing agreement, Applicant(s)/organization hereby agrees to hold harmless, release, and forever discharge the Mountville Borough Authority, its employees, agents and officials, from any and all liability including, without limitation: any and all property damage, personal injury, illness, death or anything resulting from or as the result of the usage of the described premises. Applicant(s)/organization agree to indemnify, defend and hold harmless the Mountville Borough Authority, its employees, assigns, agents and officials 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 insured by or asserted against the Mountville Borough Authority by any person or entity. I hereby swear or affirm that I am legally authorized to execute this form on behalf of the applicant/organization.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant or Authorized Representative

Print name and title: \_\_\_\_\_

## Rules and Regulations for the MACC

1. No Smoking.
2. No consumption of alcoholic beverages.
3. All trash must be put in dumpster at end of event. (Fee will be charged if not done)
4. No Street Shoes permitted on Gym Floor.
5. All windows must be closed at end of event.
6. All lights must be turned off at end of event.
7. All doors must be closed at end of event.
8. No balloons will be permitted in Gym area.
9. No Pets allowed in the facility.
10. You will be permitted entrance to your rented area 15 minutes before your rental time starts. Earlier entrance at the discretion of the Property Manager.
11. You will be granted a 15 minute grace period to vacate your rented area when your leased time is over. Any more time needed will be charged.
12. The Property Manger will provide you with his contact information, if you have any issues with your rental area, please contact him **immediately!**
13. The Property Manager will advise as to which restrooms will be available during your rental period.
14. The Property Manager will advise as to which trash receptacles may be used during your rental period.
15. The Property Manager will advise as to which entrances/doorways may be used to enter and leave the facility.