

Rules of Conduct

1. The Renter, all guests, and invitees are only allowed in rented areas. All are prohibited from utilizing any space in the Center not covered by the Application & Contract, except for the restrooms and access areas.
2. Renters must obtain approval by SROSRC prior to bringing any furniture or equipment into the Center. All furniture or equipment must be set up and removed within the reserved rental time period. SROSRC does not possess space to store Renter-owned furniture or equipment and isn't responsible for loss or damages to anything brought into the Center.
3. Renters may not affix posters, signs, decorations, or other items to the walls, doors, or any other SROSRC property without prior permission. Permission may be granted if only painters' grade blue tape is used, and the items are removed during cleanup. NO helium balloons or balloon canisters, water balloons (inside or outside the Center) glitter, or confetti.
4. The production, distribution, or retail sale of goods and services is prohibited. Individuals shall not conduct private business activities using the Center. The sale of items by nonprofit organizations may occur with prior approval from SROSRC.
5. Inappropriate behavior and language is prohibited.
6. Children ages 12 and under must be supervised by a guardian who is at least 18 years old at all times.
7. No alcohol, tobacco products, illegal drugs, guns or weapons are not permitted in the building or on the grounds of the Center.
8. Catering services are allowed, but at the Renters expense.
9. Gambling or wagering is not permitted in the Center.
10. Renters are reminded that there may be continued use of non-rented areas of the Center by SROSRC staff and other patrons during the term of the rental. Such uses may conflict with the activities of the Renter. It is the policy of SROSRC to accommodate the needs of its program participants and staff prior to that of Renters.



15 Day Street, E. Stroudsburg, PA 18301 570-426-1512

Day Street Community Center Facility Use & Rental Policy

The Stroud Region Open Space and Recreation Commission ("SROSRC") connects the community by providing recreational programs, greenways, and trails, and oversees parks, recreation amenities, and natural areas in the Stroud Region. SROSRC manages the Day Street Community Center which offers an accommodating setting to meet the indoor recreational, educational, environmental, and social needs of residents, public and private groups at a reasonable cost.

The Day Street Community Center (the "Center") is a 4,400 square foot facility that houses SROSRC Staff offices, a meeting room, classrooms, a kitchenette, and a gymnasium. It is adjacent to the popular Dansbury Park, which offers basketball, tennis courts, soccer and baseball fields, a playground, pavilion, skatepark, and public pool, as well as access to the Levee Loop Trail.

Organized groups are encouraged to rent the facility for meetings and activities.

Reservation requests must be made in person at the Center during normal business hours.

Rental of the Center facilities requires a completed Rental Application & Contract, attached to and made a part of this policy. The Renter and all guests must adhere to the Rental Policy. This policy includes inside and outside the center.

Rental Policy

The Rental Policy included governs the use of the Center by the Renter and is made a part of the Rental Application & Contract.

Security Deposit The security deposit in the amount of \$125 must be paid to reserve the rental date requested. The Security Deposit guarantees that the Renter will leave the rented area inside and outside the DSCC in a clean manner including all tables, chairs and equipment . The security deposit will be returned to the Renter within 30 days following a satisfactory inspection following the rental date/ rental period. The Commission may retain part or all of the security deposit for payment for damages or clean up. Garbage containers are located outside (in the rear) of the DSCC. All garbage must be taken out at the end of the rental timeframe including the bathrooms/hallways. No garbage is to be placed in the recycling containers.

Rental Fees The rental fee must be paid in full two weeks prior to the rental date. The following chart details the room rental fees for the Center. Room rentals include the use of tables, chairs, and access to the kitchenette and restrooms for a period of four hours. Set up and breakdown is included in the four hours. If extra time is needed each additional hour is billed at a separate hourly rate as provided below which needs to be paid in advance.

	<u>One Time Rental</u>		<u>Ongoing Rentals</u>	
	4 hour rental	each additional	4 hour rental	each additional
Classroom	\$80	\$20	\$30	\$10
Meeting & Classroom	\$210	\$65	\$72	\$30
Meeting OR Classroom	n/a	n/a	\$42	\$15
Meeting, Gym & Classroom	\$250	\$85	\$90	\$36
Meeting, Gym & 2 Classroom	n/a	n/a	\$105	\$42

*****Payment of the rental fee(s) must be paid in full two weeks prior to the initial date of use. If the fee(s) is (are) not paid in full the Rental Application and Contract will be terminated.***

The Renter must stop by DSCC during normal business hours, Monday - Friday, 3 days prior to rental date, to receive codes for the middle front door and alarm system. These codes are only valid for use during the allotted time period rented.

Certificate of Liability Insurance Renters, other than individuals, shall provide SROSRC with proof of general liability insurance in the amount of at least \$500,000 at the time the application is submitted. The Certificate of Liability Insurance must also name The Stroud Region Open Space and Recreation Commission and the Borough of East Stroudsburg as an “additional insured” on the insurance policy as it relates to the Renter’s use of SROSRC facilities.

Indemnification

The Renter shall indemnify, save harmless, and defend SROSRC from all claims, liabilities, suits, judgments, verdicts, actions or proceedings at law or equity of any kind arising out of or related to the Rental Contract unless the same arises primarily out of the negligent action or inaction of SROSRC, the Borough of East Stroudsburg or their employees, agents or servants. Such actions shall include, among other things, injury to property, and injury, sickness, or death of Individuals, including, without limitation, members of the public and officers, agents, and employees of the Renter.

Termination/Cancellation

SROSRC reserves the right to terminate or temporarily suspend any rental for health or safety concerns or operational needs. SROSRC shall refund to the Renter a prorated portion of the rental fee, for the remaining unused portion of usage. Such termination shall be irrespective of any previously approved application for rental.

SROSRC reserves the right to revoke use privileges, remove participants, keep security deposits, and/or refuse current and future requests for any and all of the following: not adhering to Facility Use & Rental Policy, returned checks or non-payment for fees and/or security deposits, disorderly conduct, or facility damage.

Cancellation of a Rental Application & Contract may be made up to two weeks prior to the rental date to receive a refund of the rental payment and security deposit, minus a \$35 administrative fee. Contracts cancelled less than two weeks in advance of the rental will forfeit the security deposit, the deduction of any costs incurred by SROSRC to accommodate the rental, and the \$35 administrative fee.