

**Paxtang Borough  
Municipal Building / Gymnasium  
Rental, Access & Use Rules  
2023**

**I. General Rules**

1. No alcoholic beverages are permitted on the premises, or on any Borough property.
2. Prior to leaving the gymnasium all air conditioners and heaters (Switch #37 in the electric panel # 2 in the hallway) and all lights must be turned off.
3. Long tables, card tables, and chairs are available on site. Renters/Users are responsible for setting up, tearing down, and returning tables and chairs to the storage area in a neat and orderly fashion.
4. All trash, debris, and other waste must be secured and removed from the Borough Municipal Building by the organization using the premises.
5. No alterations are to be made to the property without prior approval of the Borough Manager.
6. No Borough property, including but not limited to, tables, chairs, fixtures, recreation equipment or cleaning materials are to be removed from the premises, without prior approval of the Borough Manager.
7. Additional charges may be imposed upon the renter/user based on a damage assessment in the event there is damage to the gym, its contents, or any Borough property.
8. General hours of operation are Monday-Saturday 7:00 AM – 10:00 PM -Sunday 9:00 AM – 6:00 PM. No exception to this rule will be granted without prior approval by the Borough Council.
9. Adult supervision of minors is required at all times and is the responsibility of the renter/user.
10. Failure to comply with any of these guidelines may result in loss of ~~the~~ all or a portion of any required security deposit.

**II. Reservation Process**

1. Reservations are required in order to use the gymnasium for any purpose. All reservations, including priority reservations, shall be approved by the Borough Council and/or staff consistent with the Section III, below. Inquiries concerning availability may be made by contacting the Borough Office at 564-4770 or e-mail at [paxtangborooffice@comcast.net](mailto:paxtangborooffice@comcast.net).
2. Reservations must be arranged in person at the Borough Office or by calling the Borough Office during regular business hours. Rental terms must be reviewed and any and all security deposit and rental fees provided in advance. The requesting organization must complete the Borough's Rental/User Agreement prior to holding the event. If the Rental/Access Agreement is not completed prior to the event, the request for rental/access and use shall be denied.
3. Rental fees will be assessed for the entire length of time that the building is reserved by a renter. Renters/Users should consider this and allow for adequate set-up, tear-down, and cleanup time in their reservation requests. All time in which the gymnasium will not be available for use by other groups must be included in the request.

4. Upon receipt of fees and a signed Rental/User Agreement, a key fob will be provided and activated for the time period indicated in the agreement. The key fob will not allow access to the premises at any time other than that which has been requested.
5. Paxtang Borough reserves the right to deny use of any and all facilities based on a prior negative history of use at Borough facilities or any similar facility.
6. All reservations are at the discretion of the Borough and are subject to change or cancellation if the Borough requires use of the facilities for official government business.

### **III. Rules Regarding Priority Reservations**

1. In determining priority reservations, the Borough shall keep a running list of reservation requestors for the next 6 months.
2. **PRIORITY:** Annual events (such as breakfasts, art exhibits, elections or other calendar-determined holiday events) shall be given precedence over all other requested reservations. Recurring quarterly events which do not conflict with annual events shall be given second preference, and recurring monthly events which do not conflict with annual or quarterly events shall be given third preference.
3. **FOR ANNUAL EVENTS:** An organization recognized by the Borough as a “Priority Organization,” immediately following an Annual Event on the premises, shall have a first right of re-reservation under a “same (or similar) time next year” policy. To do so, such organization may, at the conclusion of their currently approved event, request to reserve the premises for the following year at the same time (or within one calendar week) by making the request and indicating firm dates for the following year’s annual event. If the organization does not reserve the premises within a week following the event pursuant to the “same time next year” policy, priority shall be lost and an attempt to make the reservation anew shall be subordinate to any other pre-approved priority reservation.
4. **FOR QUARTERLY EVENTS:** Subject to priorities reservations approved under Section III, Paragraph 3, an organization recognized by the Borough as a “Priority Reservation Organization,” upon holding a Quarterly Event on the premises, shall have a first right of re-reservation under a “same (or similar) time next quarter” policy. To do so, such organization may, at the conclusion of their currently approved event, request to reserve the premises for the following quarter at the same time (or within one calendar week) by making the request and indicating firm dates for the following quarter’s event. If the organization does not reserve the premises within a week following the event pursuant to the “same time next quarter” policy, priority shall be lost and an attempt to make the reservation anew shall be subordinate to any other pre-approved priority reservation.
5. **FOR MONTHLY EVENTS:** Subject to priorities reservations approved under Section III, Paragraphs 3 and 4, an organization recognized by the Borough as a “Priority Reservation Organization,” upon holding a monthly event on the premises, shall have a first right of re-reservation under a “same (or similar) time next month” policy. To do so, such organization may, at the conclusion of their currently approved event, request to reserve the premises for the following month at the same time (or within one calendar week) by making the request and indicating firm dates for the following month’s event. If the organization does not reserve the premises within a week following the event pursuant to the “same time next month” policy, priority shall be lost and an attempt to make the reservation anew shall be subordinate to any other pre-approved priority reservation.

6. As of September of 2002, Paxtang Borough recognizes the following Priority Reservation Organizations:
  - a. Central Dauphin School District
  - b. Dauphin County
  - c. Paxtang Art Association
  - d. Paxtang Historical Society
  - e. Paxtang Lions Club
  - f. Swatara Paxtang Softball Association
  - g. Wilhelm-Paxtang Athletic Association
7. Regular weekly users of the premises who are not listed in Section III, Paragraph 6, may generally look forward to continued use under a “same time next week” policy, unless another reservation made two weeks or more in advance has been approved. To do so, such organization may, at the conclusion of their currently approved event, request to reserve the premises for the following week at the same time by making the request to the Borough. The reservation shall be subordinate to any other pre-approved reservation made two weeks or more in advance.
8. In addition to the foregoing, if a conflict should exist in the scheduling of sports teams, preference will be given to the team whose sport is currently in season.
9. The Borough reserves the absolute right to determine the resolution of any conflict which may result from multiple organizations approved to access and/or use the premises for the same time period.

#### **IV. Fees**

##### **1. Security Deposit**

- a. A security deposit of one hundred dollars (\$100.00) shall be required of all new users, non-residents and groups that are not represented by residents.
- b. The security deposit shall not be required of municipal entities to which Paxtang Borough residents pay taxes to support (examples include: Paxtang Borough public meetings, Paxtang Borough recreation programs, and Paxtang Elementary School), and shall not be required of priority reservation organizations listed in Section III, paragraph 6.
- c. The deposit will be returned if no damage has occurred to the premises as a result of the organization’s event.
- d. In the event that damage to the premises does occur, the Borough may withhold part or all of the security deposit, and may bill the renter/user for reasonable reimbursement resulting from necessary repairs to return the premises to the condition it was in immediately prior to the rental/use.

##### **2. Key Fob Deposit**

- a. A deposit of ten dollars (\$10.00) shall be required to receive a key fob.
- b. The deposit will be returned if the key fob is returned in good condition.
- c. If the key fob is not returned, or is returned damaged and cannot be used, the renter/user shall forfeit the key fob deposit.

**3. Kitchen Key Deposit**

- a. A deposit of fifteen dollars (\$15.00) shall be required to receive a kitchen key.
- b. The deposit will be returned if the key is returned in good condition.
- c. If the key is not returned, or is returned damaged and cannot be used, the renter/user shall forfeit the key deposit.

**4. Rental/Access and Use Fees**

- a. Paxtang Borough residents, Borough employees, and Borough volunteers shall pay a rental charge of twenty-five dollars (\$25.00) per hour, or any part thereof, for personal use of the gymnasium. An additional flat fee of fifty dollars (\$50.00) will be assessed for use of the kitchen. Examples of this type of rental include private parties or private sports activities. A volunteer is defined as an individual who provides “in-kind” services to Paxtang Borough and includes: Paxtang Historical Society members, Paxtang Lions Club members, and other group members if so designated by the Borough Council hereafter.
- b. Non-residents shall pay a rental charge of fifty dollars (\$50.00) per hour, or any part thereof, for personal use of the gymnasium. An additional flat fee of fifty dollars (\$50.00) will be assessed for use of the kitchen. Examples of this type of rental include private parties or private sports activities.
- c. Borough non-profit, civic and service organizations that are “non-profit” status as defined by Section 501(c) of the Internal Revenue Service Code, and organizations listed in Section III, Paragraph 6, shall have their fees waived. Any other nonprofit group that desires an exemption from fees must request a waiver from Borough Council, in writing, and will be required to show proof of their nonprofit status.
- d. Any exceptions to the fees listed above shall require the approval of the Borough Council.

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