

BOROUGH OF CARROLLTOWN

SOCIAL HALL POLICY AND RESERVATION FORM

Rev.
07/2013

The Carrolltown Social Hall is available for social functions, Borough activities, and social programs of the community and other activities.

A \$ 50.00 security deposit is required and a check must be submitted. The \$ 50 security deposit check will be returned within five (5) working days and can be picked up at the Borough Office once the hall has been inspected by a Borough employee.

No alcohol beverages are permitted in the Social Hall or any Borough building or Borough property at any time. No nails or tape of any kind is permitted to tack or hang things on the walls or ceiling.

The Social Hall is free, except for the security deposit, for any Carrolltown Borough resident provided the function is non-profit. All others are required to pay \$50.00 a day for the use of the hall. The security deposit and cost for use of the hall shall be paid in advance.

The Social Hall will be reserved on a first-come, first-serve basis. Reservations can be made at the Borough Office Monday-Friday, 8:00 - 4:00 PM.

The Social Hall is to be left the way it was found and should be inspected by a group or function representative and a Borough employee the workday prior to the function. The Group Representative will follow the cleaning instructions on the back of this form. Especially note areas for cleaning of carpet and tile.

The security deposit will not be returned if:

- * The hall or furnishings are damaged
- * Failure to thoroughly clean the hall
- * Failure to return the key

Damage in excess of the security deposit is the responsibility of the organization/group listed below and must be paid within 30 days of repairs:

Keys will not be supplied until signed below by a group representative attesting that he or she understands the requirements and policies as put forth above.

(Print Name)

(Signature)

(Date)

(Group or Organization Reserving the Hall)

(Date and Time Requested)

(Charge for Use of Hall)

(Amount of Deposit)

(Borough Employee Scheduling event and collecting fees)

(Date)

SOCIAL HALL INSPECTION SHEET

After each event or use of the hall, an inspection of the following will be made before the deposit of \$50.00 can be reimbursed.

All cleaning supplies to be brought by those renting the hall.

	Check if passes inspection
1) All Tables and chairs are cleared and wiped clean	<input type="checkbox"/>
2) All Floors are swept and mopped clean	<input type="checkbox"/>
a) Windex and water only to be used on floors	<input type="checkbox"/>
3) Carpet is vacuumed thoroughly	<input type="checkbox"/>
4) Bathrooms are clean	<input type="checkbox"/>
a) Toilets are clean	<input type="checkbox"/>
b) Sinks are wiped clean	<input type="checkbox"/>
c) Floor swept and mopped clean	<input type="checkbox"/>
d) Windex Mirror(s)	<input type="checkbox"/>
5) Stairs are to be swept	<input type="checkbox"/>
6) All Garbage is picked up and taken away by reps of the function	<input type="checkbox"/>
7) No damage done to furnishings, walls, or fixtures	<input type="checkbox"/>

All items brought with group for the event or function must be taken out of hall after the event or **forfeiture of deposit.**

LOWER PORTION TO BE FILLED OUT WHEN DEPOSIT IS RETURNED

(Signature of Borough Employee inspecting the hall after use)	(Date inspected)
(Printed Name of Borough Employee)	Remarks
Amount of Refund:	Cash or Check
Refund Received By (Printed Name):	Date:
Refund Received By (Signature):	Date: