



**Lititz recCenter Facility Rental Agreement**

301 West Maple Street Lititz, Pa 17543

717-626-5096

www.lititzrec.com

Today's Date: \_\_\_\_\_ Group requesting use: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Date requested: \_\_\_\_\_ Number of People: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Areas Requested:	Zone 1	Zone 2	Zone 3	Conference Room	recZone
Pool (Shared)	Pool (Whole)	Gym (Weekday)	Gym (Night/Weekend)		

Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*A deposit of 50% is required at the time of contract signing. One-week notice of cancellation is required for a full refund. A \$25.00 administration fee will be charged for a cancellation with less than one-week notice. The recCenter reserves the right to add fees for extra use of our dumpster.

Rental Pool (Whole Pool): \_\_\_\_\_ Conference Room Fee: \_\_\_\_\_  
 Gym Fee Weekdays: \_\_\_\_\_ Gym Fee Weekend & Nights: \_\_\_\_\_  
 Multipurpose/recZone Fee: \_\_\_\_\_ Two Zones Fee: \_\_\_\_\_

Total Rental Fee: \_\_\_\_\_  
 Deposit: \_\_\_\_\_ Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Rental Adult Pool Swim Fee (\$10): \_\_\_\_\_ Rental Child Pool Swim Fee (\$5): \_\_\_\_\_  
 Total Balance Due: \_\_\_\_\_ Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

\*Make checks payable to: Lititz recCenter Rental

Please Note: \*Smoking, drugs and alcohol are prohibited on Lititz recCenter property.  
 \*The Lititz recCenter reserves the right to restrict and/or cancel any approved use at any time.

Upon signing I agree to the stipulation as stated on this contract. As the group representative I also agree to assure proper use of the recCenter facilities and to adhere to behavior guidelines and code of conduct. Additionally I will assume responsibility for maintaining the property and returning the room to its' original condition as a result of my group rental. **Renter must pay remaining rental total balance on the date of the rental.**

\_\_\_\_\_  
Staff representative/date

\_\_\_\_\_  
Group representative/date

Certification of insurance received (this is required for all groups, except birthday parties) \_\_\_\_\_

## Facility/ Grounds Use Policy

In accordance with our mission and purpose, this policy has been developed to address the use of the facility and grounds of the Lititz recCenter. Consideration is given to all groups; however Lititz recCenter programs and activities shall have priority. Second priority shall be given to Categories I, II, and III and Categories IV and V shall receive final priority. Anyone requesting the use of the facilities and grounds will be classified in one of the following five categories and follow the appropriate fees/rates.

Category I	Member of the Lititz recCenter
Category II	Lititz/Warwick Resident/School District: Not-for-profit
Category III	Lititz/Warwick Resident/School District: For-profit
Category IV	Non-Lititz/Warwick Resident/School District: Not-for-profit
Category V	Non-Lititz/Warwick Resident/School District: For-profit

Insurance: All groups using the facility (except birthday parties) and grounds are required to obtain liability insurance, a certificate of insurance naming the Lititz recCenter as an additional insured must be received two weeks prior to the rental/use date.

<u>Pool</u>	<u>Rental Rates</u> (whole pool, <i>outside regular hours only</i> )
Category I	\$160 per hour
Category II	\$180 per hour
Category III	\$200 per hour
Category IV	\$225 per hour
Category V	\$250 per hour

For groups less than 25 in a shared pool                      Fee: \$5 child // \$10 adult  
*(Sorry we are unable to accommodate groups of more than 25 in a shared Pool)*

<u>Gymnasium</u>	(Weekends & Weeknights after 4pm)	(Weekdays, 6am-4pm)
Category I	\$75.00/hour	\$30.00/hour
Category II	\$85.00/hour	\$35.00/hour
Category III	\$100.00/hour	\$40.00/hour
Category IV	\$125.00/hour	\$50.00/hour
Category V	\$150.00/hour	\$60.00/hour

<u>Multipurpose Zone</u> (includes recZone)	(One Zone)	(Two Zones)
Category I	\$40.00/hour	\$75.00/hour
Category II	\$50.00/hour	\$95.00/hour
Category III	\$60.00/hour	\$110.00/hour
Category IV	\$70.00/hour	\$130.00/hour
Category V	\$80.00/hour	\$150.00/hour

<u>Conference Room</u>	
Category I	\$30.00/hour
Category II	\$35.00/hour
Category III	\$40.00/hour
Category IV	\$50.00/hour
Category V	\$60.00/hour

\*Additional Fees: Extra Use of Our Dumpster will result in additional fees, to be invoiced later.