

**Buffalo Township, Washington County**  
**400 Buffalo Center Lane**  
**Washington, PA 15301**  
**(724) 222-2711**

Rental Date: \_\_\_\_\_

Lessee Name: \_\_\_\_\_

**Buffalo Township Community Building Rental Contract**

1. Lessee is fully responsible for leaving the building locked. **The Key should be put in the black box outside at conclusion of the rental.** Lessee is responsible for making sure that all water, lights, stove and oven are turned off.
2. Lessee is responsible for cleaning up spills and sweeping the room at the conclusion of the rental. Tables and chairs should be put away, leaving 5 tables up. No items are to be removed from the walls of the building or from the building. **Do not remove pictures from the wall or from the building.** When decorating items are not to be fastened to ceilings or walls that will cause any damage. Nothing is to be hung from the ceiling tiles and no nails are to be used to affix anything to the walls.
3. Damage to objects in the building or the building itself must be reported to the Township Office or to the person listed on your key. Damage to any object or item inside the building and/or damage to the building and/or Township property will result in forfeiture of the deposit amount. The Township reserves the right to seek reimbursement for all damage to the building and property as more fully set forth in paragraph 18.
4. Please be aware that overloading of outlets may result in tripped breakers. Do not overload the outlets with appliances.
5. Thermostat may be adjusted by Lessee during the rental time; however, upon conclusion of rental it is the Lessee's responsibility to return the thermostat to 68 degrees Fahrenheit. Failure of Lessee to return thermostat to 68 degrees may result in forfeiture of the Lessee's deposit amount.
6. All refuse and garbage is to be put in bags furnished by the Township and taken to the dumpster located next to the road department gate.
7. The building must be closed by 12:00 midnight on the day of your rental, unless you have received permission to stay past 12:00. Should Lessee stay past midnight without permission, an additional \$100.00 will be charged to the Lessee.
8. Rental fee is \$100.00 for Buffalo Township Residents, \$150.00 for non-residents. This payment is required at the time the contract is completed and turned into the Township Office.
9. There is a \$100.00 key and cleaning deposit for Resident required at the time the Contract is completed and turned into the Township Office. There is a \$150.00 key and cleaning deposit for Non-Residents required at the time the Contract is completed and turned into the Township Office. This should be a separate check from the base rental fee. This deposit will be returned to Lessee if the premises are left in an acceptably clean condition and the key is returned to the black key box located outside of the Entrance Doors within 24 hours of conclusion of rental. Failure to return the key to the Township within 24 hours of the conclusion of the rental may result forfeiture of the Lessee's key and cleaning deposit money.
10. Notice of cancellation of any room reservation for a full refund must be made **14** days or more prior to the date of the room reservation. Any cancellations made within 14 days of the room reservation will result in the township refunding the rental minus the deposit amount.
11. Completed rental contract with check for full payment and check for deposit must be received by the Township Office within 14 days of inquiry of open room date or will result in the Township releasing the date for another rental.

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12. Whereas Buffalo Township prohibits the sale of alcoholic beverages in its jurisdiction, and whereas Buffalo Township prohibits the sale and/or consumption of alcoholic beverages to or by minors. **Now therefore it is specifically agreed and understood that the use of this building is subject to the above: No alcoholic beverages are permitted on the premises.** Further, any injury or damage that results from the prohibited consumption of alcoholic beverages in any manner whatsoever shall be the sole responsibility of the Lessee and person/persons to whom the permission for the use of the premises is given. By signing this agreement the Lessee binds him/herself individually and also binds his or her organization to abide by the rules and terms set forth herein. **Whereas both shall be solely liability and further releases Buffalo Township from any liability or responsibility whatsoever.**
13. **This is a non-smoking building.** If smoking is found inside the building the deposit amount will be forfeited.
14. **No Pets are permitted on Township Property.**
15. **Whereas Buffalo Township rents the building for Private/Non-Profit use. No fee may be charged by Lessee to those attending.**
16. Buffalo Township is not responsible for theft, damage or any valuables left in vehicles on the premises.
17. **The Buffalo Township Premises are monitored by Video Surveillance. Should it appear that items were taken from premises including but not limited to items such as toilet paper rolls, paper towel rolls or garbage bags not used specifically in the course of the rental, surveillance will be reviewed. Should it be determined items were removed from premises the deposit amount will not be returned and legal action may be taken.**
18. **Lessee Agrees and accepts full responsibility for any damage to the building and/or its contents under this Agreement. Lessee hereby expressly agrees to reimburse the Township of Buffalo for any and all costs or repair or replacement of the building and its contents resulting from damage occurring during the Lessee's possession of the Community Building pursuant to this Agreement.**

**Rental Date:** \_\_\_\_\_

**Lessee Name:** \_\_\_\_\_

**Lessee Address:** \_\_\_\_\_

**Lessee Phone #:** \_\_\_\_\_

**\*Lessee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Please note: It is the responsibility of the Lessee to read and understand the Contract and its terms in its entirety. By signing this agreement you agree to the terms as set forth.**

Contract received by: \_\_\_\_\_ Date Received by Township: \_\_\_\_\_