



COMMUNITY ROOM RENTAL POLICY

The following rates will apply for rental of the Manor Borough Community Room:

Minimum 4 Hours or less:

- Borough Residents \$200.00 (Proof of Residency Required)
- Non-Residents \$250.00

Each additional hour over 4 hours \$ 50.00 per hour

Officials of Manor Borough will be charged a flat rate of \$75.00 per rental. The flat rate of \$75.00 will also apply where the use is for a funeral reception for a deceased resident of the Borough.

A \$75.00 cleaning fee shall be payable for all rentals where no rental fee is charged.

COUNCIL MAY WAIVE OR REDUCE THE APPLICABLE RENTAL FEE. A letter must be submitted to Manor Borough Council for consideration.

A Security Deposit of \$200.00 is required for ALL rentals. The security deposit will be refunded in whole or in part after an inspection is completed by the Borough Manager or other designated Borough employee, evidencing that no damage has been done to the room or furnishings.

All rental fees collected will be deposited into a separate fund designated Borough Building Community Room Fund. This fund shall be used solely for the purpose of repairs and maintenance to the Community Room.

All Lessees are required to sign the Manor Borough Lease/Rental Agreement for use of the Community Room.

Approved by Borough Council on January 20, 2016