

DUNN COMMUNITY CENTER FACILITY USAGE PERMIT POLICY

1. Reservations will be considered on a first come-first serve basis. The authorized individual/Permit Holder must meet with Township staff **at least two weeks prior** to the booked event to sign the Dunn Community Center Rental Contract, Facility Usage Agreement, Hold Harmless Agreement, and submit the Security Deposit.
2. No permit shall be issued to any individual under the age of 21 years.
3. The individual to whom the permit is granted must be present during the entire period of use and shall be jointly and severally liable for all costs, expenses, fees and all property damage and/or personal injury occurring or sustained by any individual in attendance.
4. **No alcoholic beverages, smoking, or illegal drugs are permitted on the property.**
5. All renters are required to return the facility to its proper condition prior to leaving. *Refer to the cleaning checklist for detail.* Groups neglecting to return the facility to the proper condition will forfeit their security deposit and potentially incur additional expense for all extraordinary custodial duties required.
6. The following are strictly ***prohibited***: **Helium balloons (upper level only), confetti, glitter, open flames, items being taped or tacked to the walls, ceiling, or support beams/posts.**
7. Electrical items/food warming appliances should only be plugged into the designated red outlets.
8. **NO STAIRWELL THRU ACCESS IS PERMITTED.** You must access the facility at the entrance designated for your rental (lower level vs. upper level). Please be respectful of other rentals happening in other areas of the facility.
9. All activities must be concluded at such time as is required for the group to return the facility to its proper condition and be vacated prior to the end of your rental period. The premises must be vacated by the end of your rental period, i.e., 9:00 pm. Police being called, or a complaint being filed about noise will result in the loss of your security deposit. The Dunn Community Center is located in a residential area, so please be cognizant of that fact and courteous to the neighbors.
10. Whenever any conduct or acts by individuals or group is determined to be in violation of the rules governing use of this facility or in violation of any statutes, ordinances, or regulation of the Commonwealth of Pennsylvania or the Township of Exeter, **the deviant group privilege to use the facility will be terminated immediately and they will be expelled from Township property.** In addition to expulsion, the Exeter Township Police Department may arrest and detain any individual(s) or issue citation(s) of such violations previously noted. [Township of Exeter Ordinance No. 640](#)
11. Renters are responsible for all areas and contents during the entire time of their occupancy. Any unwarranted damage will be the financial responsibility of the group and/or the authorized individual to whom the permit is issued.
12. No pets shall be permitted to enter onto any portion of the property with the exception of a trained service animal.
13. Refunds will be given **ONLY** if the permit holder cancels at least 2 weeks prior to the anticipated facility usage.
14. The current 2024 Fee Schedule approved by the Exeter Township Board of Supervisors will determine rental fees collected for the use of the facility. The Facility Rental Fee is required to reserve the facility. The Security Deposit is due with the Rental Contract, Facility Use Agreement and Hold Harmless Waiver **no less than two weeks prior** to event date. No permit will be guaranteed until such time that all fees and rental documents are received, or the Parks and Recreation Director has approved special arrangements for payment. Fees are subject to change.

Signature: _____ Date _____

Print Name: _____