

Date sent: \_\_\_\_\_

Sent by: \_\_\_\_\_

**WAVERLY COMMUNITY HOUSE, INC.**  
**1115 N Abington Road, PO Box 142**  
**Waverly PA 18471**  
**570-586-8191 (phone), 570-586-0185 (fax)**

**\*Set-up time must be  
included in event rental.**

**CRB Room Rental**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_ Room(s) Renting: \_\_\_\_\_

Purpose of Room Rental & Description of Activities: \_\_\_\_\_

\_\_\_\_\_ # Attending: \_\_\_\_\_

Event Date: \_\_\_\_\_ Reserved Time: \_\_\_\_\_ Set-Up Time\*: \_\_\_\_\_

**Room Capacity: 35 attendees with tables and chairs**

**ALL RENTALS INCLUDE EITHER FOUR 8FT TABLES OR FIVE 6 FT TABLES AND 35 CHAIRS**

**Number of additional tables needed: \_\_\_\_\_**

*If you plan to rent equipment from an outside vendor, provide type of equipment, and name of rental company on the back of this form.*

***\*Please draw a diagram of the set-up of tables  
and chairs on last page.***

**CREDIT CARD: All lessees must leave credit card information.**

**PAY FULL AMOUNT OF RENTAL USING THIS CARD? YES / NO**

**Print name as it appears on card: \_\_\_\_\_**

**Credit Card Number \_\_\_\_\_**

**Card:    MC    VISA    DISC Expiration Date:    /    3 Digit code:**

**SEE RATES ATTACHED**

Contract Amount:		\$
*Add-on:		\$
*Add-on:		\$
TOTAL:		\$

Deposit Due	\$	Date Paid	
Balance Due	\$	Date Paid	

**RETAINER OF 50% OF TOTAL COST TO BE PAID AT TIME OF BOOKING.**

**BALANCE MUST BE PAID IN FULL 48 HOURS PRIOR TO START OF EVENT.**

**If you are not paid-in-full by the time of your event, your above listed credit card will be charged for the full amount**

**RENTAL AGREEMENT WITH THE WAVERLY COMMUNITY HOUSE, INC.**

The “Renter” must be 18 years of age or older to enter into this lease agreement. The “Renter” agrees to the following conditions regarding room rentals at The Waverly Community House, Inc. (“The Comm”):

1. **Rental rates are per the rate schedule attached.** A refund or credit *will not* be issued if we do not receive *at least* 48 hours’ notice prior to a cancellation/postponement.
2. **An extra maintenance fee will be applied if an event exceeds normal business hours.** *There are no extra maintenance fees when renting during regular building hours unless additional staff members are needed during the activity. An additional fee of \$20 per hour per staff member will be assessed if additional maintenance personnel are needed. Event must end at designated time unless preapproved by the executive director.*
3. **The Waverly Community House reserves the right to charge the renter’s credit card: (a) if additional tables/chairs or other equipment are required at set-up, (b) if the space rented is not left in a clean and reasonable condition, (c) if an event requires set-up time by the Comm’s Maintenance Staff (d) if crowd capacity exceeds the limit for the event stated on the contract (e) if there is damage to property or (f) if not paid in full by the time of the event.**
4. **The Comm office must approve event set-up plans.** *No tape or nails on the walls! Decorations must be hung using sticky tack or painter’s tape. Plans for decorations should be approved in advance.*
5. **Smoking is strictly prohibited on the premises.**
6. **The serving of alcoholic beverages is strictly prohibited.**
7. Excessive noise is strictly prohibited.
8. **Open flames and/or burning of any material in any room is strictly prohibited.**
9. Renter agrees not to drag furniture across the floors and to keep the floors and/or carpets free of any debris including dirt, flowers, art materials, etc. **Hockey sticks, soccer balls, skateboards, roller skates, rollerblades and scooters are not permitted in any of the rooms.**
10. Weapons, explosives and/or controlled substances of any kind, including those intended for show or ornamental use, are strictly prohibited. Weapons include, but are not limited to, swords, firearms, knives, etc. The Executive Director has sole discretion in determining what constitutes a weapon. Anyone entering the premises with a weapon will be banned from the building and said entry will constitute a breach of the rental contract.
11. Renter agrees that any and all materials used in connection with its event and any and all activities engaged in in connection with its event will not violate any federal, state or local statute, law, rule, regulation and/or ordinance.
12. Contractors, rental companies, catering companies engaged in support of the event must each furnish the Community House with a Certificate of Insurance at least one week prior to the event.
13. All advertising or publicity by Renter in which the name “Waverly Community House,” “Waverly Community House, Inc.,” or “The Comm” is utilized must be submitted to the Waverly Community House Office for prior approval sufficiently in advance of the event.
14. **Adult supervision is required at events attended by youths less than eighteen (18) years of age.**
15. Animals of any kind are not permitted in any of the rented premises except where approved by the Executive Director.

16. The Comm maintains an "Open Door" policy on all rentals. Tenants may not bar entry to the rooms during the rental period and the Executive Director or his/her designee may enter and observe activities occurring within the rented room(s) as he/she sees fit.
17. The Comm reserves the right to amend the rental agreement to accommodate unforeseen safety or physical plant concerns.
18. The Comm reserves the right to close the building and cancel scheduled rentals as it sees fit.
19. The Comm reserves the right to apply increased rates for increased attendance.
20. Any misrepresentation made by the renter in the rental agreement shall be deemed to be a breach of this contract and forfeiture of any rights, deposits and further rentals.
21. Renter agrees to indemnify and hold harmless the Waverly Community House, Inc., its officers, trustees, employees and volunteers against any and all actions, claims and losses, injuries to person or property, damages, costs and expenses of any type including attorney fees that may result from this event or program, work or service at the Waverly Community House.
22. Further, I/we hereby release the Waverly Community House, Inc., its officers, trustees, employees, volunteers and Waverly Township of any and all responsibility for injuries or accidents that may occur to users/renters, employees, agents, guests, invitees or participants utilizing the Waverly Community House rooms, premises, equipment or personnel who have assisted in any manner at either the Waverly Community House building and/or grounds. I/We further agree to assume and pay any and all claims or damages that may arise as a result of our use of the Waverly Community House.

*Intending to be legally bound by these terms, the parties have agreed to this Rental Agreement:*

***By signing this document, you are agreeing that you have read this contract in its entirety and you are agreeing to all the terms of this contract, including rental rates and policies.***

By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Renter's Signature)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director's Signature

## Rental Rates

### Hours:

Monday through Friday: 9:00 am through 8:00 pm, including set-up time.

Saturdays: 10:00 am through 3:30 pm, including set-up time.

Sundays: Closed

Holidays: Closed

### **CRB Room** – *Small Formal Meeting Room*

\$75.00 per hour (Monday – Friday)

\$100.00 per hour (Saturday)

*Set-up time must be included in event rental.*

*Security deposit and credit card required. All renters must note a credit card number on the contract, no exceptions.*

*In case of a cancellation, your security deposit is **NONREFUNDABLE**.*

Last minute cancellations preclude rentals to another tenant. **Cancellations within 24 hours will result in you being fully charged the total rental.** *The Comm reserves the right to apply increased rates for increased attendance.*

## **Exclusion Dates**

Please note that there will be **NO** scheduled events on days that the Comm is closed, and on dates surrounding Special Comm Events due to set-up of scheduled events.

## **Holiday Observance Schedule (Comm Closed)**

New Year's Day	January 1, 2026
Presidents Day	February 16, 2026
Easter Break	April 3 - 6, 2026
Memorial Day	May 25, 2026
Independence Day	July 3, 2026
Labor Day	September 7, 2026
Columbus Day	October 12, 2026
Veterans Day	November 11, 2026
Thanksgiving Break	November 26 - 27, 2026
Christmas Break	December 24 - 25, 2026
New Year's Eve	December 31, 2026
New Year's Day	January 1, 2027

### **Special Events Schedule:**

Valentine's Day ( <i>All Rooms Reserved</i> )	February 6 & 7, 2026
Mardi Gras Celebration	February 13, 2026
Comm Kids Art Show ( <i>All Rooms Reserved</i> )	February 20, 2026
Bunny Breakfast	March 28, 2026
NEPA Film Festival ( <i>All Rooms Reserved</i> )	April 10, 11, 12, 2026
Comm Kids Muffins for Mom ( <i>Gym Closed</i> )	May 6 & 7, 2026
Comm Kids Donuts for Dad ( <i>Gym Closed</i> )	May 13 & 14, 2026
Comm Kids Preschool Graduation ( <i>Gym Closed</i> )	May 29, 2026
Annual Meeting ( <i>Gym Closed</i> )	June
Family Halloween Party ( <i>All Rooms Reserved</i> )	October
Artisans' Marketplace ( <i>All Rooms Reserved</i> )	November 21 & 22, 2026
Breakfast with Santa ( <i>Gym Closed</i> )	December 2026

*The Waverly Community House reserves the right to alter or add to this list accordingly.*

# **Waverly Community House, Inc.**

## **Inclement Weather Policy**

### **Addendum to Hourly Rental Contracts**

The Waverly Community House follows the Abington Heights School District inclement weather schedule. If Abington Heights is delayed due to snow, the Comm will open at 10am. If Abington Heights is closed, the Comm may or may not be open. Check the website for details.

The Comm may close the building in cases of extreme inclement weather for safety reasons. Please keep this in mind as you schedule birthday parties and special events.

When the Comm closes due to inclement weather, all scheduled events are cancelled and tenant/renter has the option of rescheduling or receiving a full refund.

Comm staff will call you at the number you leave on your contract when it is determined that the building is closed. It is strongly suggested that Tenant/renter call the Comm offices on the day of the event to determine whether the building will remain open. Kindly call the main office at 570-586-8191 ext. 0 or the Comm's maintenance department at ext. 8. Please leave your name and number if no one is available to take your call. When you call, listen to the main message, as it may be updated to report changes in the schedule.

House and Grounds Committee, Revised January 2025

*Revised March 14, 2022  
Revised March 14, 2022  
Revised March 14, 2022  
Revised May 1, 2023  
Revised March 14, 2022  
Revised January 7, 2025  
Revised January 27, 2025*