



MIDDLE SMITHFIELD TOWNSHIP CULTURAL CENTER RENTAL POLICY

147 Municipal Drive • East Stroudsburg, PA 18302 • 570-223-8920 • www.middlesmithfieldtownship.com

1. The Cultural Center will be rented on a first come, first served basis, provided all appropriate paperwork and applicable fees are received on time as specified in Section 2.
2. To reserve a date at the Cultural Center, all Renting Parties are required to submit a completed Rental Agreement and security deposit (if applicable) to the Township a minimum of ten (10) business days before the requested Rental Period. The Township cannot guarantee accommodation to late requests.
3. The Cultural Center may only be reserved by Allowable Charities as defined by the Pennsylvania 2nd Class Township Code. All programs at the Cultural Center must be of an informational, educational, charitable, cultural, or civic nature. Middle Smithfield Township does not accept applications from non-Allowable Charities or for personal events at the Cultural Center at this time.
4. Rental Agreements are intended for single date/event reservations at the Cultural Center. To request a recurring event (weekly, monthly, etc) on one Rental Agreement, the exact dates and times requested must be submitted in writing with the completed Rental Agreement. No event may recur for longer than three consecutive months. An event proposed to recur for longer than three consecutive months will require a new Rental Agreement at the beginning of each quarter in which the event is requested to occur (Jan 1, Apr 1, Jul 1, Oct 1). Every recurrence must be hosted by the same applicant for the same purpose.
5. The Cultural Center may be rented free of charge for events by organizations that meet the definition of an Allowable Charity as defined by the Pennsylvania 2nd Class Township Code. All other Rental Parties will be charged the appropriate rental fees, as described in the Rental Agreement, regardless of nonprofit status.
6. All setup, event activities, and cleanup must take place during the hours specified by the Renting Party on their Rental Agreement. Renting Parties may not access the Cultural Center before the start of the agreed upon Rental Period and are expected to vacate the Cultural Center no later than the end of the agreed upon Rental Period. Time for setup and cleanup outside of the agreed upon Rental Period must be requested at least ten (10) business days prior to the requested Rental Period.
7. The Township requests that a copy of any program, agenda, and/or presentation provided at the time of application to rent the Cultural Center, or a minimum of ten (10) business days prior to the Rental Period.
8. Events scheduled for the purpose of fundraising must provide a description of their fundraising activities to the Township at the time of application. This description must include the Renting Party's planned means of raising funds and the beneficiary of all funds raised at the event. To qualify for Allowable Charity fee waiver, funds may only be raised for allowable charities as defined by the Pennsylvania 2nd Class Township Code.
9. Admission charges are prohibited, except as part of fundraising for allowable charities as described in Section 8, and only with the prior written consent of the Township. Renting Parties may charge attendees for materials used. Purchase of materials may not be a condition of entry to any event where an admission fee is otherwise prohibited. Township sponsored events are permitted to charge admission.
10. The Cultural Center may not be used for entrepreneurial or commercial purposes, for the solicitation of business, or for profit.
11. The Cultural Center may not be rented by any political candidate, campaign, or party for any reason during campaign season, (i.e., from 4 weeks before the primary election day through general election day).
12. The Cultural Center may not be rented in conflict with scheduled Township events at the Cultural Center or elsewhere in Echo Lake Park.