



## MIDDLE SMITHFIELD TOWNSHIP WHISPERING PINES RENTAL POLICY

147 Municipal Drive • East Stroudsburg, PA • 18302 • 570-223-8920 • [www.middlesmithfieldtownship.com](http://www.middlesmithfieldtownship.com)

1. The Whispering Pines Banquet Hall 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. As a prerequisite to reserving a date at the Whispering Pines facility, all Renting Parties are required to submit a completed Rental Agreement in a form approved by the Township together with all required supporting documents and a 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 Whispering Pines facility may be rented, subject to the review and approval by the Banquet Hall Manager, any day of the week with no event beginning earlier than 9 a.m. and no event ending later than 10 p.m. (followed by cleanup). All setup, event activities, and cleanup must take place during the hours specified within the Rental Agreement. Renting Parties may not access the Whispering Pines facility before the start of the agreed upon setup time or Rental Period and are expected to vacate the Whispering Pines facility no later than 90 minutes following the end of the agreed upon Rental Period (for post-event cleanup).
4. All guests at the Whispering Pines facility, after having cleaned the facility, shall vacate the building as soon as cleanup is completed, even if the entire 90 minutes are not needed. At no time may setup or cleanup time be used as additional party time. No Renting Party is entitled to remain in the building once cleanup is completed. Additional time for cleanup may be allowed by the staff person present at their discretion, but may not extend any later than 11:59 p.m. on the same date as the Rental Period.
5. Time for setup and cleanup not immediately preceding or following the agreed upon Rental Period must be requested at least ten (10) business days prior to the requested Rental Period and shall be subject to approval by the Township. Setup and cleanup time on days other than the date of the requested Rental Period is at the discretion of the Township and is not guaranteed.
6. The Whispering Pines facility is not available for rent on certain holidays and/or Township observed holidays. These holidays include, but are not limited to: Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, New Years Day. Additional holidays may be unavailable and will be confirmed by the Banquet Hall Manager prior to booking.
7. For all non-profit, charity, or other events not of a personal nature (i.e. a birthday or wedding) a copy of the program, agenda, and/or presentation must be provided to the Township at the time of application to rent the Whispering Pines facility, 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 for approval. This description must include the Renting Party's planned means of raising funds and the beneficiary of all funds raised at the event. Funds may only be raised for allowable charities as defined by the Pennsylvania Second Class Township Code.
9. Admission charges are prohibited, except as part of fundraising for allowable charities as defined by the Pennsylvania Second Class Township Code, 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.



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10. The Whispering Pines facility may not be used for entrepreneurial or commercial purposes, for the solicitation of business, or for profit.
11. The Whispering Pines facility 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 the general election day).