

**Arc Human Services (AHS) and The Arc of Washington County (AWC)**  
**111 W Pike Street, Canonsburg, PA 15317**

**RENTAL AGREEMENT**

RESERVATION DATE: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ AM / PM ENDING TIME: \_\_\_\_\_ AM / PM

**Starting time includes set up. Ending time includes clean up time.  
Please plan accordingly.**

Building Hours are Monday through Friday – 8 AM to 4 PM.  
Reservation times outside of these hours will be based on approval of AHS/AWC.

NUMBER OF PEOPLE ATTENDING \_\_\_\_\_ TYPE OF EVENT \_\_\_\_\_

RENTER/ORGANIZATION: \_\_\_\_\_

CONTACT (Responsible Party): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

REQUEST USE OF:

**Art Gallery / Studio Space - AWC Member (\$250) \_\_\_\_\_ Non-Member (\$300) \_\_\_\_\_**  
*Maximum Capacity for Art Gallery/Studio Space is 100 attendees (standing) and 75 attendees with tables/chairs*

**Community Conference Room - AWC Member (\$100) \_\_\_\_\_ Non-Member (\$150) \_\_\_\_\_**  
*Maximum Capacity for Conference Room is 15 attendees*

A/V Set up \_\_\_\_\_ (Only permitted with renter's ability to meet with staff of AHS/AWC)

Renter will order directly through Chicco Baccello \_\_\_\_\_

Renter will provide their own food & drink \_\_\_\_\_

**To be Completed by AHS/AWC:**

TOTAL DONATION: \$ \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ CHECK # \_\_\_\_\_

CREDIT CARD AUTHORIZATION \_\_\_\_\_

**Make checks payable to: Arc Human Services, Inc., P.O. Box 521, Canonsburg, PA 15317**

**Arc Human Services (AHS)**  
**The Arc of Washington County (AWC)**  
**111 W Pike Street, Canonsburg, PA 15317**

**RENTAL POLICY**

It is the responsibility of the Renter to read all of the information in the following policy and related procedures. Signature constitutes acceptance of the Rental Policy in its entirety.

1. **Reservation Date:** The signing of the Rental Agreement for functions guarantees the reservation of the date of the event as set forth in the Rental Agreement based on availability. The Art Gallery / Studio Space (large open space) and the Community Conference Room at 111 W Pike Street, Canonsburg, PA 15317 (the “Arc” Building) are available for gatherings based on approval of AHS/AWC.
2. **Donation:** Refer to the information included on the Rental Agreement. AHS/AWC reserves the right to adjust donation amount at any time. Members of The Arc of Washington County receive a discount on the donation amount for room/space rentals. Become a member of The Arc of Washington County by visiting our website: [www.archumanservices.org/advocacy](http://www.archumanservices.org/advocacy).
3. **Cleaning / Damage:** A credit card is required to be supplied and will only be charged if professional cleaning is required or if damage to the space or equipment occurs. The Renter assumes all financial responsibility for any damage or loss to the facility/area rented. Renter(s) are expected to leave the building and grounds clean and free of debris. **IF THE ARC BUILDING IS FOUND TO BE IN AN UNSATISFACTORY CONDITION OR ANY DAMAGE HAS OCCURRED, THE RENTER WILL BE CHARGED THE APPROPRIATE AMOUNT TO COVER THE DAMAGES/CLEANING AS DETERMINED BY AHS/AWC.**
4. **NSF Check Return Policy:** Individuals who submit an NSF check will be contacted and requested to make prompt payment in cash or credit card. In addition to the Total Donation, a service charge of \$40.00 will be added and collected at the time of payment. Failure to comply will result in loss of reservation date.
5. **Cancellations:** CANCELLATIONS WITH AT LEAST THREE (3) DAYS NOTIFICATION OF THE SCHEDULED EVENT WILL RESULT IN A FULL REFUND OF ALL MONIES PAID BY THE RENTER. Renter will notify AHS/AWC via email at: [booking@archumanservices.org](mailto:booking@archumanservices.org) or via phone at 724-624-7468 when cancelling an event.
6. **Nature of the Event and Activity:** The nature of the event and related activity are limited to gatherings or events approved by AHS/AWC. **Event Times:** The earliest an event can start is 8 AM. The end time of 4 PM is the latest time renters are allowed to occupy the room, which includes clean up time. Please plan accordingly. *(Building hours are Monday through Friday, 8 AM to 4 PM. Event times outside of these hours will be based on approval of AHS/AWC).*
7. **Conduct of Guests:** Renter/Responsibility Party agrees to be on site during the Event and conduct the event in an orderly manner in full compliance with the Rental Policy of AHS/AWC along with local laws and ordinances. The Renter is solely responsible for his/her invitees as well as their compliance with the Rental Policy of AHS/AWC. Adult supervision of all children in attendance at events on AHS/AWC property is required at all times. **AHS/AWC/CHICCO BACCELLO, LLC RESERVES THE RIGHT TO EXPEL ANY RENTER FROM THE BUILDING IN THE EVENT THAT THIS RENTAL POLICY IS VIOLATED IN CONNECTION WITH THE EVENT.**

8. **No Smoking:** Smoking (which also includes vaping) is not permitted in the Arc building. There are NO EXCEPTIONS to this rule. The Arc Building has a monitored fire alarm system which can trigger the fire department.
9. **No Pets:** No pets are allowed in the Arc Building unless they are Registered Service Animals as defined by ADA (Americans with Disability Act); Renter/Responsible Party must notify AHS/AWC prior to the event if a Registered Service Animal will be in attendance. (*Emotional support animals, comfort animals and therapy dogs are not service animals under Title II and Title III of the ADA.*)
10. **A/V Equipment:** AHS/AWC, at its sole discretion, may permit Renter to bring in and use audio/visual equipment. If the Renter would like to request the use of AHS/AWC owned equipment that may be in the Community Conference Room/Art Gallery/Studio Space, it must be requested at the time of application (NOTE: Laser Pointers ARE NOT Permitted.) If approved, Renter's use of the AHS/AWC owned A/V Equipment shall be subject to the following: Renter shall be solely responsible for any damage to the A/V Equipment. If the A/V Equipment is damaged, repairs or replacement shall be performed at Renter's sole expense by vendors chosen by AHS/AWC.
11. **Decorations and Signage:** Confetti, glitter, fog machines, smoke machines and similar devices are not permitted in the Arc Building at any time. Use of "unusual" decorations must be approved by AHS/AWC prior to the event. Nothing may be affixed to the walls or ceilings except on designated hooks installed by AHS/AWC. No thumb tacks, push pins, adhesive putty or tape of any kind can be used to secure decorations. All decorations and signage must be removed immediately following the event. If signs are not removed, it will be considered insufficient cleaning and a fee will be imposed. Candles or open flames (including sternos/wick fuel) ARE NOT Permitted in the Arc Building. *The Arc Building has a monitored fire alarm system which can trigger the fire department.*
12. **Extra Provisions:** Additional chairs, tables, equipment, etc. must be discussed and approved by AHS/AWC prior to the event. Moving furniture and fixtures from the Chicco's area to the Art Gallery/Studio Space is Prohibited.
13. **Cameras:** Cameras are set up in the space for anti-theft and damage control purposes.
14. **Photography:** AHS/AWC reserves the right to photograph events for promotional purposes.
15. **Reservations:** AHS/AWC reserves the right to amend these policies at any time and Renter shall be bound by the policies in effect at the time of the event.
16. **Indemnification and Release of Liability:** Renter shall defend, indemnify, and hold harmless AHS/AWC, its directors, officers, agents, representative, and employees from any damages, actions, suits, claims or other costs (including reasonable attorneys' fees) arising out of or in connection with any damage to property or any injury caused to any person (including death) caused by Renter's use of the ARC Building, including, but not limited to, any acts or omission on the part of Renter, its directors, officers, agents, representatives, employees, guests, or invitees. Renter shall notify AHS/AWC of any damage or injury of which it has knowledge in, to, or near the ARC Building, regardless of the cause of such damage or injury.

## RENTAL AGREEMENT AND POLICY

I/We, \_\_\_\_\_ request the use of premises owned or operated by Arc Human Services (AHS) and The Arc of Washington County (AWC). I/We agree to pay the appropriate donation as outlined in the Agreement for this privilege. In so using these premises, I/We assume all responsibility and liability for any and all accidents causing bodily injury or property damage. I/We agree to indemnify and hold AHS/AWC, its directors, officers, employees, agents and representatives harmless from and against any and all claims that occur during the use these premises. I/We further waive the right of subrogation against any and all claims that may be paid to me/us by our own insurance companies. I/We have read the Rental Agreement and Policy for the use of any property owned by AHS/AWC. I/We agree to clean the premises after our use including removal of any and all trash, and removal of any tables/chairs setup for event if specified. Any damage to the premises will be the applicant's responsibility. All policies must be followed at all times.

Date(s) of use \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_