Revised 11/18/2025

City of York Parks & Recreation

Community Center Rental Form

Rental Date: _____ Time: _____

** Saturday parties must choose either 10:00am, 12:30 or 3:00pm **

Event: _____

Rental time includes set up, event, and clean up. If the Renter occupies the building before or after times stated above, additional charges may be invoiced

Renter: _____ Phone Number: _____

Address: _____ Email: _____

Anticipated Guest Number: _____ Swimming: _____YES / NO_____

Additional Information: _____

Party Packages

Party Package 1 2 Hours During Regular Hours - Excludes Weight Room	$100	_____
Party Package 2 2 Hours Immediately After Regular Hours - Party Room & Fun City Only	$150	_____
Facility Rental 2 Hours Immediately After Regular Hours - Excludes Weight Room	$300	_____

Meeting Room Rental

Main Level Meeting Room	$15 x ____ Hours	_____

RENTAL TOTAL: _____

FULL RENTAL FEE IS REQUIRED AT THE TIME OF RESERVATION

Office Use Only

Rental Form: Date Received: _____

Rental Fee: Amount: _____ Payment Type: _____

After Hours Staff: Name: _____

City of York Parks & Recreation

Community Center Rental Agreement

The City of York Parks & Recreation (YPR) Department gives the Renter the right to use the described premises in consideration of the rental charge specified upon the following conditions:

1. Fun City closes 60 minutes before the building closes. The swimming pool closes 30 minutes before the building closes.
2. The Renter shall pay for any damage or breakage to the building or property therein that occurs as a result of negligence or misuse of said premises by the Renter. All chairs and tables must be taken down by the Renter immediately following the event.
3. The Renter shall leave the premises in a clean and orderly condition with trash and debris picked up and placed in receptacles.
4. The use of confetti, glitter, nails, pushpins and staples are not allowed.
5. The City of York reserves the right to rent all available facilities during any given rental or event.
6. The Renter is responsible to see that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if group members are less than sixteen (16) years of age and using the swimming pool and/or spa, not including lifeguard supervision.
7. The City of York is not responsible for lost, stolen, or broken items.
8. Drugs are not allowed, including alcohol, tobacco and vaping products.
9. The City of York reserves the right to impose additional rules, regulations, and/or restrictions to this agreement.
10. The Renter shall hold the City of York harmless from all liability for injury or death, or loss of or damage to, any person or property that occurs during, or as a result of, the use of facilities by the Renter, and shall indemnify the City of York for all expenses it may incur as a result of claim or demand by anyone growing out of the use of said facility by the Renter
11. The City of York and YPR reserve the right to photograph activities and program participants for potential use in advertising brochures and YPR's social media and marketing material.
12. The Renter shall not use the premises in violation of any Federal or State Law, City Ordinance, or Fire Regulations, and shall pay charges for special security if some are deemed necessary by the City of York.
13. The activities and events of the YPR Department have priority over all other reservations. YPR facilities are also subject to holiday closings, construction repairs, and operational emergencies that may preclude use of a rental facility. Should any of these circumstances arise during a period when a rental has been confirmed, YPR may cancel the rental or may give the option to the Renter of relocating the event to another available facility. If the event is cancelled, the rental fee will be refunded. There will be no other liability for the YPR Department.
14. In the event that the Renter cancels a reservation 30 days or more prior to the rental date, a full refund will be issued. If the Renter cancels the reservation less than 30 days prior to the rental date, no refund will be issued.

The undersigned agrees to the terms and conditions set forth in the Community Center Rental Agreement and the City of York Parks & Recreation Department acknowledges receipt of payment of rental charges as specified and dated on the agreement.

Renter Signature: _____ Date: _____

YPR Representative Signature: _____ Date: _____