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### RULES FOR RENTING THE COMMUNITY CENTER

PROPER IDENTIFICATION IS REQUIRED TO RENT THE HPHOA COMMUNITY CENTER AND MUST BE PRESENTED UPON REQUEST. ALL RULES ARE STRICTLY ENFORCED.

FULL PAYMENT OF \$1300.00 IS REQUIRED THREE (3) WEEKS PRIOR TO DATE OF SCHEDULED EVENT (includes \$100.00 required damage deposit).

Regarding use of the Community Center, patrons agree:

- To pay a \$1500.00 rental fee (effective 03/12/2022 board approved).
- \$300 security deposit will be refunded after a complete inspection of the facility is conducted **at the end of the event.**
- That set up and **on-site preparation for the scheduled event will be conducted during the two (2) hours immediately preceding the time of the scheduled event.** Please schedule your deliveries accordingly. Should additional time be required, the renter may request, in advance, an additional one (1) or two (2) hours at the additional rate of \$25 per hour, to be paid in advance via Zelle ([hpha82@gmail.com](mailto:hpha82@gmail.com)), check or money order.
- To make all payments via Zelle, check or money order.
- That a \$50.00 fee will be applied for returned checks.
- That the use of glitter or confetti is strictly prohibited.
- The use of nails or tape is strictly prohibited. (You may use Command™ Brand Strips, or the like, that we can provide for you for an additional fee. Anything you affix to the walls should be temporary and must be removed at the conclusion of your event.)
- To sweep and mop the floors including the bathrooms and kitchen after the scheduled event is concluded.
- To clean the event space and place all cleaning material in the labeled storage closet at the conclusion of the event.
- That tables and chairs will be cleaned and properly placed back on the provided carts.
- That bathrooms and the kitchen will be cleaned at the conclusion of the event. This provision includes basins, sinks, countertops, appliances and floors.
- That no garbage will be left inside the center after their event.
- To seal and remove all garbage and recycling bags and place them in the receptacles outside.
- That there will be NO LOITERING allowed outside of the center at any time before, during or after the conclusion of the scheduled event.
- That they will be held responsible if the center is defaced with graffiti. This provision includes the event space, hallways, bathrooms, all internal and external walls, fixtures, furniture and doorways.
- That the inside and outer surfaces of refrigerator and stove must be thoroughly cleaned after use.
- That they will be held responsible for the clogging of toilets and/or drains.
- To maintain the noise level at a level that may not be heard outside of the building.
- To turn the music off one (1) hour before the conclusion of their event.
- That compliance with the 74-person occupancy standard that is regulated by FDNY is MANDATORY and NON-NEGOTIABLE.
- That they will be held responsible for disorderly conduct and said conduct will result in forfeiture of their deposit.

**FAILURE TO FULLY COMPLY WITH THESE RULES WILL RESULT IN THE FORFEITURE OF YOUR DEPOSIT!**

# RENTAL AGREEMENT AND LIABILITY DISCLAIMER

IT IS THE RESPONSIBILITY OF THE PERSON(S) OR ORGNIZATION(S) LISTED ON THE RENTAL AGREEMENT AS THE RENTER OR PATRON TO ENSURE THAT ALL POSSIBLE PRECAUTIONS ARE TAKEN TO AVOID INJURY OR DAMAGE TO PROPERTY OF THE HPHOA COMMUNITY CENTER.

1. Patrons assume all responsibility for injuries to person(s) or damage(s) to property and agree to release or hold the Harding Park Homeowners Association, Inc., harmless for any and all claims, of whatsoever nature, arising out of use of the rental space while in their custody.
2. Neither the Harding Park Homeowners Association, Inc., its board nor its general members are liable or responsible for any lost, damaged, misplaced or broken personal items.
3. Neither the Harding Park Homeowner Association, Inc., its board nor its general members are liable for any injuries incurred by you or your guest. (Initials \_\_\_\_\_)

FAILURE TO COMPLY WITH THIS RENTAL AGREEMENT WILL RESULT IN FORFEITURE OF THE \$300.00 DEPOSIT AND RENTER WILL HELD LIABLE FOR ANY ADDITIONAL COSTS INCURRED DUE TO ANY DAMAGE TO THE HPHOA COMMUNITY CENTER.

RENTER'S NAME: \_\_\_\_\_

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

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SCHEDULED RENTAL DAY/DATE: \_\_\_\_\_ TIME OF EVENT (SIX HOURS) \_\_\_\_\_

**Total:** \$1500.00

(\$300.00 - required to reserve/save the date)

**Additional set-up per hour fee (optional):** \$ \_\_\_\_\_

**Balance** (must be paid in full three weeks prior to the event date): \$ \_\_\_\_\_

Signature indicates acceptance of all terms and conditions above.

**Signed and accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Rental Fee breakdown:

Cost of Rental	\$1200.00	
Damage Deposit	\$300.00	Which may be returned to patron after a complete inspection is conducted after the scheduled event.
Additional time setup fee (optional)	\$	\$25 per hour up to 2 additional hours
TOTAL	\$	