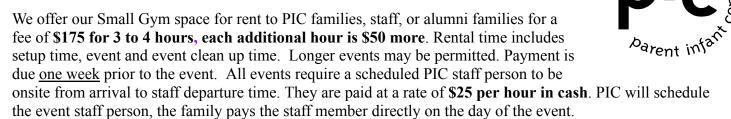
Room Rental Request 2023-24



All events require a **separate \$50 refundable check** deposit to reserve your date. Please bring the check and your form directly to Julie Wesenberg on the ground floor of the Spruce Building or put it in the mailbox attached to the railing in the corner near the Sweet Building entrance. After your event, the deposit check will be destroyed as long as no damage was done to our property and everything was cleaned sufficiently.

Name		
Address		
City	Zip	-
Phone (day)	Phone (cell)	
E-mail		
Event date		
Staff arrival time Event Start time	Event End time	Staff Departure Time
Type of Event: ☐ Birthday Party (Child's age) ☐ Community Meeting	-	
Relationship: PIC Family PIC Employee	□ PIC Alumni Family	□ Community organization

RULES and REGULATIONS

Only the designated room may be used during event. Attendees may not enter any other portions of the facility at any time. No alcohol, amplified sound or helium balloons permitted. One car can park on the blacktop. Violation of any of these rules or damage to any property will result in loss of deposit.

Renter Responsibilities

- Adhere to rules and regulations listed above
- Trash removal to dumpsters
- Fold and store tables and chairs
- Return room to previous state, toys put away, cleaning the space
- Report any damage or issues to PIC staff

PIC Staff Responsibilities

- Open/disarm alarm/close facility
- Oversee safety and maintenance of facility
- Assist families by providing cleaning supplies and tools, replacing trash bags
- (PIC staff are not responsible for child care, set-up or entertainment during party.)

4205 Spruce Street

Philadelphia, PA 19104

Tel: 215.222.5480 Fax: 215.222.5487

Center's property for		ual and/or organization that all persons who come onto the arent-Infant Center's Rules and Regulations. I agree that L r's Rules and Regulations.	'we
Signed:		Date:	
INDEMNIFICATIO	ON/HOLD HARMLESS		
will assume entire re persons or to proper, premises and facilitic Parent-Infant Center, actions, liability, loss expenses), damage o omission or negligen injury to persons or j	sponsibility and liability for ty, real or personal, includi es of the Parent-Infant Cent its agents, members, and/o s, expense (including, but n r injury occasioned wholly ce of any of our guests or o	organization that we, individually and/or as an organization any and all damage or injury of any kind or nature to any ang adjoining property, caused by or resulting from the use of er, and we agree to indemnify, defend, and hold harmless the its employees from and against any and all claims, suits, not limited to, litigation and settlement costs and counsel feed or in part by our act or omission or negligence, or the act of contractors, except for any liability, loss, expense, damage, or the gligence or willful misconduct on the part of the ployees.	of the ne s and or
Signed:		Date:	
insured, in limits tha homeowner's/renter' (including the date a Property Damage, w The Parent-Infant Ce	t match the Parent-Infant C is insurance naming the Par nd time) with limits of at le henever such insurance is a	insurance that names the Parent-Infant Center as an addition enter's [for organizations] or, if an individual, a certificate sent-Infant Center as an Additional Insured for the event ast \$100,000 Combined Single limit for Bodily Injury and evailable. The sole discretion, to deny or limit use, or to rescind permiss	of
risk of contracting C	olding and attending any ga OVID-19 as the virus can b	athering of people indoors in close physical contact, there is be transmitted by persons who are not symptomatic and/or pulle for communicating with your guests about COVID related	rior
you understand	Stay safe and enjoy		that
Please contact Julie \	wesenberg at Jwesenberg@	parentinfantcenter.org for further details.	
Office use only:			
Rental fee payment date:	check number/credit card	Staff member:	
Deposit fee payment date:	check number	Deposit fee return	

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