



ROOM RESERVATION POLICIES & PROCEDURES

**1292 Allentown Road
Lansdale, PA 19446
(215) 362-0227
www.advancedlivingcommunities.org**

1. This facility is limited to use by groups under the sponsorship of residents, staff or board members, family groups, service clubs, and Village Caterers. Our contracted event caterer is Village Caterers of Montgomeryville. They can be reached at (215) 699-5678. If you prefer, you may bring your own food to your event.

2. The security of our residents is vital; therefore, your area of use is restricted to the kitchen, community room and rest rooms in the lobby area. We do have parking available; however, for very large groups, special arrangements may need to be made.
 - Hours available: 8:30 AM to 9:30 PM daily. A later time may be permitted if requested and room is available. Room must be vacated no later than 12 midnight.

3. Use of equipment:

May Use

Stoves

Refrigerator

Sink

Icemaker

May Not Use

Dishwasher

Dishes

Silverware

Coffeemaker

***Please put all trash in trash receptacle. Remove all of your items from the refrigerator/freezer. Advanced Living is not responsible for items left here. The kitchen and community room should look the same way when you leave as it did when you arrived.**

***All paper products (plates, cups, bowls, flatware, etc.) are to be furnished by you, as well as dish towels, and cleaning products for use in clean up after event.**

4. Contact Person: Marge Winter at (215) 362-0227 x 122. Please have a representative from your group contact her prior to your event to complete a Room Reservation form.

She will review the guidelines with you and answer any questions you may have before you sign the contract.

5. Fees:

The following fees apply to the Schwenckfeld Center Multi-purpose room rentals. There is a minimal fee of \$50 for use of the other rooms.

A. Schwenckfeld Center

1. Security Deposit: There is a security deposit of \$200.00 required to use the room. These monies will be held by ALM&D until after your event. If, after an inspection, the room(s) used in your event are found to be in satisfactory condition, the deposit will be returned in full.

2. Rental Fee: The fee for rental of the Schwenckfeld Center Community Room is \$500; this is in addition to the security deposit, and security personnel needed during your event.

3. A fee of \$100 will be charged (included in the rental charge) to clean the room after all events. If there is more than a "reasonable" amount of clean-up necessary the additional charges will be deducted from the security deposit.

4. Security: \$10 per hour for Security after 4PM Monday-Friday, all day Saturdays and Sundays.

5. Room Set-up/ Tear Down: Our ALM&D staff will set-up the room with tables and chairs if requested.

B. All other community spaces available

1. A fee of \$50 will be charged to clean the room.

Checks for security deposit and/or rental fees should be made out to "Advanced Living Management & Development, Inc." Donations should be designated "Benevolent Care Fund."

6. Cancellation Policy: You must give at least 24 hours notice if your event is being cancelled or your security deposit may be forfeited.
7. No decorations are permitted to hang from ceilings, to be taped to walls or which may cause damage to the room.
8. **Absolutely no smoking allowed on the premises.**
9. **Fire regulations prohibit the lighting of candles (birthday candles for the cake are permitted). Cooking that is of a commercial nature or that would generate smoke or grease-laden fumes is also prohibited.**
10. Consumption of beverages and food are limited to inside the building.
11. You will need to acquire event insurance, known as a Certificate of Liability to cover the affair that you will be holding in the Community room. This is a nominally priced policy. Advanced Living Management and Development, Inc. is to be named as an additional insured. If you do not have a resource for purchasing this insurance, we can provide one to you. You will need to show proof of insurance prior to your event beginning.