



## Maple Shade Barn Rental Standards and Procedures

P.O. Box 340  
Dillsburg, Pa 17019

35 Greenbriar Ln  
Dillsburg, Pa 17019

1. Reservations for The Northern York County Historical & Preservations Society's facilities must be approved by the administration through filling out the "Maple Shade Barn Rental Agreement" and held with a deposit fee specific to the rental fee costs.
2. Reservations must be made by an individual 21 years of age or older. The renter or an approved/designated alternate person must be present at all times during the event.
3. All persons or organizations using a facility must abide by all Dillsburg Borough Ordinances. Any violation of the Borough's ordinances, including noise complaints, may result in removal from the facility.
4. Alcohol is permitted in the building and anyone supplying or consuming alcoholic beverages must abide by Pennsylvania Liquor and Alcohol Code including mandates prohibiting the illegal sale, consumption or distribution of alcoholic beverages to minors and intoxicated persons.
5. Smoking is prohibited on the property. All smoking must take place off the property and smokers may not use neighboring properties or property lines to smoke.
6. The renter is guaranteed the space within the building they reserved and all approved activities on the surrounding property. Limited amounts of tables and chairs are provided to the renter free of cost. If additional tables are required, requests must be made in advance.
7. The Northern York County Historical & Preservation Society asks that the renter provides all equipment needed for the event including dishes and utensils, decorations, tablecloths, and supplies to clean the space after the event.
8. If additional equipment is being rented from an outside rental company for the event, it is the responsibility of the renter to make arrangements to meet the rental company at the facility to accept the deliveries. Facility staff cannot sign for outside rental items and cannot be responsible for them while they are on the premises. Arrangements must also be made by the renting party to have all decorations and rental equipment picked up and removed from the facility during the reservation time. The Northern York County Historical & Preservation Society is not responsible for any damage or theft of any items left by the renting party or hired services. Storage is not available on the property before or after your event.
9. It is the renter's responsibility to keep all rental participants, food and drinks, within the designated rental space. The Maple Shade Barn houses important documents and artifacts that are significant to the surrounding communities; loitering in restricted parts of the facility is not permitted and may result in removal from the property.
10. The permit holder is responsible for the actions of their guests and hired services. Reservations that consist of minors (under 18 years of age) must provide adult supervision at all times, with no less than

one chaperone per twelve minors present during use of Northern York County Historical & Preservation Society's facility.

11. For your safety, rental parties shall not exceed room capacity limits; per Pennsylvania fire code section 50.1, 2, & 3. For your safety, emergency lighting must remain on and all emergency exits must remain clear at all times: per Pennsylvania fire code section 50.61. The renter may not physically alter the existing space.

12. The use of candles, open flames and smoke/fog machines are not permitted. Chaffing dishes and Sterno cans are permissible. Cans must be raised off of the table, and can be used to heat items with water, not oil. These items will be restricted to the kitchen only.

13. The permit holder must provide their own ladder or equipment needed to decorate reserved room(s).

14. Decoration adhesive is limited to painter's masking tape and can only be used on walls, tables and glass surfaces. We are unable to permit use of other adhesives (duct/scotch tape), nails, screws, staples, tacks or any other fastening device which may deface or leave a residue. Decorations may not be attached to the doors. All decorations must be removed from your reserved area after your event. A charge may be assessed for any adhesive residue not removed. No paint may be applied.

15. No rice, confetti, glitter, sparklers or tinsel (including foil flakes, disks or sprays) may be used in or around the facility.

16. The renter is responsible for leaving the premises at the end of their allotted time and returning the property to its original condition by the end of their rented session. Failure to have everything cleaned and returned to its original condition may result in additional fees or revoking the privilege of using NYCHAPS facilities for future events.

17. Failure to leave the property by the end of the rented time may result in an additional hourly rental fee.

18. The permit holder is responsible for leaving the room in the same condition it was found. All trash generated must be removed from the premises – including "biodegradable items" in the courtyard. The renter will be responsible for removing all trash bags for disposal and replace used trash bags with new ones. Tables and chairs should be wiped down and floors may need to be swept, vacuumed and/or mopped. Decorations must be removed from tables, walls and glass.

19. At the end of the reservation time the permit holder will conduct a thorough "walk through" to review the condition and cleanliness of the reserved room(s). Failure to do so will result in revoking renting privileges.

20. Only service animals are permitted in the facility.

21. It is the renter's responsibility to turn off all lights and return the thermostat to its original setting upon exiting of the property. The renter will press the button with the picture of a closed lock and shut both interior doors, testing the handles to confirm they are secured. Please remember to close the blue swing door that covers the entrance door to the barn and secure the clasp that latches the door to the barn to properly secure the building.

22. At no time shall the reserving party sublease or assign its lease to another group or organization.