



**LYCOMING COUNTY WATER AND SEWER AUTHORITY - FACILITY RENTAL  
JAMES F. REEDER ADMINISTRATION BUILDING**

**WHEREAS**, Lycoming County Water and Sewer Authority (the “Authority”) is a municipality authority existing under and governed by the Pennsylvania Municipality Authorities Act; and

**WHEREAS**, the Authority recently constructed and opened the James F. Reeder Administration Building for the benefit of the Authority and its customers; and

**WHEREAS**, the Authority may find it beneficial to offer its facility for use and may, from time to time, have a third party interested in renting the facilities for use outside of the Authority’s normal business.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of this Authority, as follows:

**Section 1.** The Authority may allow the use of certain rooms of the James F. Reeder Administration Building, and may charge a fee for events not related to the Authority business at the following rates:

<b>Board and Training Room</b>	<b>½ day - \$75</b>	<b>Full Day - \$150</b>
<b>Green Conference Room</b>	<b>½ day - \$40</b>	<b>Full Day - \$80</b>

A half day is defined as four (4) hours or less and a full day between four (4) and eight (8) hours. An hourly room rate of \$25 per hour will be charged for events extending beyond eight hours.

Hours of rental will be generally considered only during the normal business hours of the Authority – Monday through Friday 7:00 AM and 5:00 PM.

**Section 2.** The Authority shall require a staff presence for meetings outside of normal business hours with charges invoiced accordingly. Overtime charges for personnel will be invoiced for services rendered outside of normal scheduled work hours.

**Section 3.** Refreshments may be brought to the site by the renting entity. The Authority requires that full meals be catered, or prepared off site and delivered.

**Section 4.** The Authority may provide refreshments for events if notified in advance. The Authority shall invoice for the cost of the service including labor charges involved with the service provided.

**Section 5.** The Authority may charge for incidentals and costs associated with the event.

**Section 6.** The Authority requires the renting entity to provide a certificate of insurance – naming Lycoming County Water and Sewer Authority as an additional insured. The certificate of insurance is to be provided in advance of the date of rental.

**Section 7.** The Authority may require a deposit depending on scope of the rental request. The deposit shall be determined based on fifty percent (50%) of the estimated rental charge.

**Section 8.** Requests for facility rental will be based on availability of the room with Authority business taking precedence. Events shall not interfere with the business of the Authority and the Authority's needs. The Authority reserves the right to implement additional reasonable conditions on any request to use its facilities.

**Section 9.** The Board or the Executive Director may adjust the rates depending on the scope and extent of work involved and depending on the equipment and personnel required for the services requested.

**DULY ADOPTED**, by MAJORITY of the Board of this Authority in lawful session duly assembled, this 6th day of December 2017.

**LYCOMING COUNTY WATER AND SEWER  
AUTHORITY**

By: Paul O. Wentzler  
Paul O. Wentzler, Chairperson

ATTEST:

  
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Donald E. Konkle, Jr., Secretary