

Volume 31 Number 3

Capital Area Service Committee of Narcotics Anonymous (CASNA)

Will A., Area Chair opened the 362th meeting of CASNA, on 3/1/15, at 2:00PM, with the Serenity Prayer. Henry Jr. read the 12 Traditions and Stef R. read the 12 Concepts.

Agenda

Serenity Prayer, 12 Traditions, 12 Concepts

GSR count/Attendance/Welcome new GSR's/New Meetings

Correction/approval of the minutes

Orders of the day

1. Discussion of motions will be limited to GSR's or a Group Representative only. (Supported by the 9th Concept) Extended discussion rests' with the Chair.
2. A member may speak once to an issue.
3. A member must be recognized by the Chair to speak.
4. Subcommittee reports will be limited to 10 minutes, plus questions and approval.
5. In order for an item to be placed on the Agenda, it must be in motion form and with a second.
6. Discussion topics must be in written form and given to the Chair.
7. Each member may speak once to a discussion topic for a maximum of 5 minutes.

Opening Treasurers report

Groups with problems/Group reports

Subcommittee reports

RCM and Alternate RCM report

Old business

New business Discussion

Topics

Closing Treasurers report

GSR count: 24 at 2:05 PM

Attendance notes: Vice Chair, Unity Vice Chair, Policy Vice Chair, and Unity Vice Treasurer positions are open.

****Next Area is April 12, 2015****

New GSR's: Kim M (We Do Recover), David P (Honesty), Diane R (Journey Continues)

New Meetings: None.

Corrections to the Minutes: Motion 2-1-15-2 the date needs to be changed from April 8th to April 5th. Motion by Henry Jr, 2nd by Dianne R.

Orders of the day: Motion by Nancy U., 2nd by Faith W.

Opening Treasurers report: *See attached. Motion by Kathy W, 2nd by Diane R.

Groups with Problems: None.

Group reports:

Acceptance Group – Grace UMC Carlisle, Pa Sun 6-7PM, Tues 7-8PM – Area fund flow \$31.50.

Literature backorder was filled. A user agreement for the church was required to be signed and a copy of the regional insurance policy was provided. Steve W GSR & Stef R Alt. GSR

All Are Welcome - 56 Banks St. Penbrook, HBG. Pa. Wed. 7-8PM – Greetings and blessings to everyone. We placed another literature order today and our meetings are going well. TFLMS. Henry Jr.

Any Lengths Group - Trinity United Methodist. 210 W. Main St. Hummelstown, Pa. 7:30-8:30PM – No report.

Back to Basics - First United Methodist Church. 135 W. Simpson St. Mechanicsburg, Pa – No Report.

Bottom Line Group – 6th & Woodbine St. HBG, Pa. Mon-Fri 12-2PM – Group is doing well. Attendance is about 40-50 plus addicts daily. Picking up back order of literature. Thanks for allowing me to serve! Rich B.

Clean and Free - 2nd and State 12-2pm Sat. – We paid rent, bought literature and supplies. At business meeting discussed all motions. One the group was unsure of so GSR is voting according to group conscious. We have a good attendance of new comers and others. A clear NA message is heard. Nancy U GSR.

Commitment to Change - 1422 Market St, HBG, Pa. Tues 7-8:30PM – No Report.

Cut and Dry - Epworth United Methodist Church 21st & Derry St. HBG, Pa. 7-8:30PM – No Report

Exodus to Genesis - Wesley Church. 5th and Camp Hbg. PA, Sun 6-7:30PM. – No Report.

Fresh Start- 7-8pm Fri. Newport, PA- No Report

H.A.N.A. - 15th and Derry, Hbg. PA, Fri 7-8:30 – No Report

Honesty Group - 5th & Bridge St, New Cumberland. Thursday 7:30 - 8:30pm. – Group is doing well. For the first time in a long time we have a solid group of home group members.

Attendance has been steady. David P.

Hope Station - 149 W Penn St, Memorial Park, Carlisle- Friday 7pm-8pm – Meeting is still well attended. No problems to report. Tricia M GSR.

H.O.W. Group - Carlisle UMC. Carlisle, PA. Mon and Thurs 8-9pm – Literature order of \$14.50 but medallions are on backorder. Both meetings are well attended. Courtney B joined the home group and is opening both nights. We had to give a copy of the NA liability insurance policy to the church as well as sign their “user agreement.” Chris W GSR.

Journey Continues – Mon. 6:30-7:30pm @ 4200 Londonderry Rd. Hbg- Meeting going well. Ordered literature and donated to Area today. All are welcome – book study from Living Clean, the Journey Continues. TFLMS Diane R.

Just for Today - 15th and Derry, Hbg. PA. Sun. 10-12pm. – We continue to have a good attendance and are doing well. All are welcome! Thank you for allowing me to share. Betty W.

Life or Death - Sunday-7:00-8:15PM, 2nd & Swatara St, Steelton, PA. – The group is doing fine, we average an attendance of 50-60 people a meeting. We are hoping to acquire more home group members as the weather gets warmer and also would like to have a speaker jam in the spring. Thank You! Lori A.

Living Clean - Calvary United Methodist, 7th & Market St., Lemoyne Tues 7:30-8:30PM. – No Report

Lunch Bunch – Mon-Sat 12-1. Herman Ave, Lemoyne – We would like to extend a warm welcome to everyone. We are in the planning stages of our annual campout and look forward to this year’s event. Kathy W.

Message of Hope - Wertzville Rd, Enola Pa Fridays 8-9pm – Meeting attendance continues to be good, averaging 50-60 addicts every week. Our meeting format continues to step, speaker, and open discussion. We are planning our campout on June 26, 27, 28th. Tentatively our 4th cookout will be August 8th. Flyers will be available soon. Steve H.

New Life Group – 14 State Rd. Mech. Sat. 8-9pm- Annual spaghetti dinner will be March 28th. Dinner starts at 6 PM. Meeting will follow at normal time, 8 PM. All is well and attendance is good. No problems to report. Andrew Y.

Nothing to Fear - Corner of Simpson & Market St. (Rt. 114), Downtown - Mechanicsburg, PA. Monday 730-830pm, Fifth Tradition Thursday 7:30-8:30pm Survivors: Revisited Friday 10-11pm. – Group is in good standing with the facility and attendance is steady. Cody W.

O.D.O.P.(One Disease, One Program) – Fairview Brethren in Christ Church, 600 Evergreen Rd, New Cumberland, Wed 7-8:15pm – Meeting attendance is well. No issues to report. Dave H.

On Life’s Terms - 6th and Forster St. Hbg, PA, Monday 6:30-8:15pm. – No Report.

Only Hams Are Cured – Sat. 7-8:30. 6th & Forester St. – No Report.

Only the Desire Group - 14th & Market St., Hbg, PA. Wed 7-8:15PM. – Our home group is doing well. We thank everyone for coming out. Kim M.

Rebels on The Hill: 6300 Chambers hill rd., HBG wed 7:30-8:30 – No Report.

Restored to Sanity- 8 S. Hanover St. Room 10, Carlisle PA. Tuesday & Wednesday 12-1pm- No Report

Rise to Freedom- Thurs at 12pm, Cameron St, HBG- No Report.

Saturday at Swatara – 4680 Lindle Rd. Hbg, Sat 7-8 PM. – Had business meeting on 2/28/15. Business meetings occur Saturday before Area Service. The group will be having a joint speaker Jam with the Thursday Hummelstown meeting on March 21st at Saturday at Swatara location. 12-8 PM, dinner included, free event. Flyers were generated. Group is turning in group insurance registration form and also Philadelphia Insurance Companies special events questionnaire. Gave \$15.00 donation to Faith W RCM for group insurance events. Tracey M GSR.

Share and Care - Baughman U.M. Church, 3rd & Bridge St., New Cumberland, Mon-7-8:15PM – Meetings have been going on as usual even with the snow. Attendance is steady, however, donations are down. Faith W.

Step and Tradition – 15th & Derry St., Hbg, PA. Thur 6:30-8:15pm – No Report.

Steps to Freedom - 2221 N.6th St, Hbg, PA, (6th and Woodbine Streets), Tuesday 630-8pm. –

No Report

Value of Life – 131 Nittany Dr, Mechanicsburg, PA. Sunday 7-8 PM. – Meeting going well about 25 people attend. We have changed our format! New format: Week 1 (Ask it basket), Week 2 (California Style), Week 3 (Chair choice), Week 4 (Speaker), and Week 5 (Gratitude). The meeting is now open. We had a literature order of \$26.55 and we made a donation to Area of \$3.45. TYFAMS. Bridget H.

We Do Recover - 15th & Derry St, Hbg, PA, 8PM to 9:30PM Monday – Our home group is still struggling. We need help. Thanks to all who attend. Kim M.

Women with a message - 4th and Reno in New Cumberland. Church of God Sunday(s) @ 6:00, In the Ladies Parlor on the 2nd floor. – No Report.

Subcommittee reports:

CAPITAL AREA UNITY SUBCOMMITTEE: Good afternoon family. The learner's day was cancelled due to the weather last week. We are looking at May or June to have the event. Our flyers are on the table for Unity Day, April 11th. We match our \$25.00 today giving us \$500.00 for our t-shirts. The order was placed, 9 dozen t-shirts printed on both sides for a total of \$666.00 sizes from medium – 5XL. We will have them for our March 21st dance on or before, to be sold. Please come by the dance and get your t-shirts because that will be a fund raiser for our Unity Day. Thanks in advance for your support. Ramona B.

UNITY TREASURERS' REPORT: See Attached.

LITERATURE: Starting \$8.41. Total sold \$444.11. Total Donated \$430.95. Petty cash \$13.16. Dustin W.

POLICY: Policy changes have been going slowly. A rough draft of the policy is being amended per the current policy log. Copies are available electronically. I will not provide rough drafts to cut down on wasted money. The policy subcommittee will attempt to have a meeting this month. As a reminder please specifically identify the section of policy the motion will be change. Motions should be submitted to Area Service Chair and will be reviewed by Policy. Thanks for allowing me to serve. Steve H.

PUBLIC RELATIONS: Committee is currently working on several projects. We are working on updating the current flyer for the website. A poster day in May or June, all volunteers welcome. We are currently trying to gather information to set up a meeting presentation with Parole and Probation. In order to update the current phone list, Chris will call everyone on the list to verify phone numbers and availability. A new phone list sign-up sheet will be out in the near future. Public Relations would like to request a copy of the Stericycle phone bill everyone in order to maintain the usage (minutes vs. amounts). Georgeanna W & Chris W.

RCM: Good afternoon family. This Area will host the Region meeting on March 14th at the Fairview Fire Department, New Cumberland, PA 17070. The request for help has been answered by some members and Kathy W has graciously volunteered to cook. Please reinforce that more help can always be used when at your home groups. The budget will be about \$250.00 and initial request for funding has been put in. Faith will have receipts and total after the Region meets. A tentative budget is available upon request. Additionally – Faith will be making copies of the insurance forms and make every effort to get them to groups to return to Area in April. Faith W. RCM MARLCNA was very informative, especially on the traditions book, the first seminar was held Friday at 3PM the attendance was good and we worked on the 7th Tradition. At the World report we worked on Traditions 8,9,10, and 11, so over the weekend the 12th Tradition was the only tradition not worked on that weekend. I have pictures of all the material work shopped that weekend we did all the issue discussion topics working most intensely on Welcoming all members. New updates on this literature project can be found at www.na.org/traditions. I have included a packet of information I obtained at MARLCNA to be included in these minutes. I have booklets for groups doing work shops on the Traditions. I will not be available for Unity Day due to just returning from vacation that day. All information I have will be available with Faith, if needed for a workshop on Unity Day. Also a group insurance form is included in the packets to be in the minutes. Nancy U. Alt. RCM

AUDIT: No Report

HOSPITALS & INSTITUTIONS: Had 11 in attendance. H&I flyer included in minutes to announce need for more volunteers. Mary Ann R.

Facility reports:

ARC: No Report.

C-90: 2nd and 4th Thurs. 7-8pm- 2/19/15 31 men, 4 women in attendance. Art spoke and there was time of Q&A, and sharing. 2/26/15 33 men and women in attendance Chris (male) spoke and there was time for Q&A and sharing.

Capital Pavilion: Men 7-8pm 2nd Tues. of month – OPEN. No Report.

Capital Pavilion: Women 7-8pm 2nd Tues. of month – OPEN. No Report.

Common Ground: 2nd and 4th Tuesday, 7-8pm.- All is well, step and literature meeting.
TFAMTS Steve B.

Conewago Place: Men 1st and 3rd Tues , 5:30-6:30 – No Report.

Conewago Place: Women 1st & 3rd Tuesday, 5:30-6:30pm – Meeting going good. Normally 6-10 women present. One meeting missed due to weather. Betty Jo has been coming with me.
TYFAMS Bridget H.

Cumberland County Prison: Womens'-Mon. 630-730pm- Meeting attendance steady weekly about 14 addicts. Bridget H has now been approved and has be in with me once. Chris W.

Cumberland County Prison: Mens'-Thur. 700-800pm – The meeting was taken in every week but remains very small. Wayne S & Thomas G.

Dauphin County Prison: Women-every Sunday 9-10am- DCP is good. Did 2 out of 4 weeks. I was at MARLCNA one week and they were on lock down another. Be there next month. Jan

Dauphin County Prison: Men, every Thurs 6:30- Position is OPEN. No Report.

DCP Men's Work Release- Weds 6-7pm. – Everything is a OK! Usually 10-15 participants.
Dean L.

Perry County Prison- 2nd and 4th Weds 7-8pm- No meetings held the past month. Steve W.

Salvation Army: 2nd and 4th Sunday 7pm- Meeting is good. Attendance is good. TFLMS
Brendan R.

Woodside: Sunday 6-7pm – All is going well. No problems to report. Average 15-20 women per meeting. Chrissy F.

OLD BUSINESS:

Motion 1-4-15-03- To change the ASC meeting/administrative orders of the day for the monthly meeting from 3-10-85 to: 1. A member must be recognized by the chairperson to address the floor. 2. A member may speak only once to an issue. 3. Sub-committee reports will be limited to 10 minutes, plus questions and approval. 4. Discussion topics must be in written form and given to the chair. Members may speak on a topic for a maximum of 5 minutes. 5. For an item to be placed on the agenda, it must be in motion form with a second. **Intent:** To update the Area policy reflecting current format. **Written by:** Chris W. and **2nd by:** Tracey M. **Discussion (February 1, 2015) Vote (March 1, 2015) Vote 18-0-3 *****Passed*******

Motion 1-4-15-04- To send to the groups a request to additionally over the addition printing cost of \$127.36, that totaled \$227.36 that exceeded the \$100 allowed for subcommittee costs. **Intent:** As per policy all amounts over \$100 need to be voted on by groups. **Written by:** Nancy U. and **2nd by:** Faith W. **Discussion (February 1, 2015) Vote (March 1, 2015) Vote 11-6-4 *****Passed*******

Motion 2-1-15-1- To amend the contractual obligation for the Unity sub-committee. To make available any and all contracts or agreements they have in place, regarding services rendered on a monthly basis to be included and attached to the treasurer's report each month. **Intent:** To provide better accountability. **Written by:** Rob W. and **2nd by:** Sandy F. **Discussion (March 1, 2015) Vote (April 12, 2015)**

A motion was made Tricia M, 2nd by Kathy W to table this motion until there is further clarification. **Vote 20-0-1 *****Passed*****Original motion tabled.**

NEW BUSINESS:

Motion 3-1-15-1 (Housekeeping) – RCM requesting \$100.00 to shop for Region meeting on March 14th @ Fairview Fire hall, New Cumberland. Budget is at approximately \$250.00 with Region donations at the event to cover additional cost. Receipts will be submitted after the event.

Intent: To allow less personal funds up front to be spent on supplies. **Written by:** Faith W and **2nd by:** Mark M. **Vote 15-0-3 *****Passed*******

Motion 3-1-15-2 – To make available any and all contracts or agreements by each subcommittee to the Area Service committee as they are signed. This supersedes any policy regarding contractual agreements. **Intent:** To provide accountability to our Area's groups. **Written by:** Chris W (HOW group) and **2nd by:** Tricia M. (Hope Station) **Discussion (April 12, 2015) Vote (May 3, 2015)**

DISCUSSION TOPICS:

None.

Notes: None

FINAL TREASURERS REPORT: **See attached**

****Motion to adjourn meeting at 3:52 pm, Moved by Bridget H & 2nd by Faith W.****

Next area is 4/12/2015. Subcommittees meet at 12:30pm, (H&I starts at 12:45pm), and Area Service starts at 2pm.

Chrissy F. – Area Secretary

Stef R. - Area Vice Secretary

New Life Group	P	P	P									
Nothing to Fear	P		P									
ODOP (One disease one prog)	P	P	P									
Only Hams' Are Cured	P	P	P									
On Life's Terms	P	P	P									
Only the Desire	P	P	P									
Rebels on the Hill												
Restored to Sanity												
Rise to Freedom		P	P									
Saturday at Swatara	P	P	P									
Share & Care	P	P	P									
Step and Tradition												
Steps to Freedom												
Value of Life	P		P									
We Do Recover		P	P									
Women with a Message	P	P	P									

Updated January 2015

Don't Be An  Thief!



We Must Give It Away To Keep It!

Hospitals & Institutions Sub-Committee Needs YOUR help.

Addicts in prisons & other facilities need to hear the NA message
to learn how to live clean.

Capital Area of NA Hospitals & Institutions Sub-Committee

Looking for panel leaders and speakers!!

If interested, Contact: Rob G. 717-574-5947

or Mary Ann R. 717-343-5102

C.A.N.A. UNITY SUB-COMMITTEE

TREASURERS REPORT

EVENT DATE: Feb. 21st 2015

Learner's Day
734.41

STARTING BALANCE:

INCOME

ADMISSION:

0

FOOD:

0

MISCELLANEOUS ITEMS

0

SUB-TOTAL

0

NEW BALANCE

\$734.41

EXPENSES

FACULTY RENT:

40.00

DJ:

0

FOOD:

130.59

MISCELLANEOUS ITEMS:

0

SUB-TOTAL

170.59

ENDING BALANCE

563.82

COMMENTS:

- 25.00 Tee Shirts
538.82



1508 DERRY STREET
HARRISBURG, PA 17104
717-233-6441

DATE

USER CONTRACT

THE DERRY STREET UMC (HEREINAFTER REFERRED TO AS CHURCH)

LEASES TO Capital Area Unity Sub-Committee (Pamona Ballant)
(HEREINAFTER REFERRED TO AS LESSEE)

FOR THE SUM OF \$160.⁰⁰

NAME OF EVENT: 3rd Sat. of January (CA Unity Committee)

DESCRIPTION OF EVENT: Dance & Use of Kitchen
(Social Hall)

DATE OF EVENT:

START TIME OF EVENT:

END TIME:

LENGTH OF CONTRACT 9pm

12AM midnight

THE RENTAL FEE MUST BE PAID BY: DATE Before or on the date of event.
(MAKE SURE THAT YOU GET A RECEIPT IF PAYING IN CASH)

THE LESSEE AGREES TO THE FOLLOWING:

A. AT THE CONCLUSION OF THE EVENT, THE AREAS LEASED MUST BE CLEANED AND ALL TRASH MUST BE PLACED IN PLASTIC GARBAGE BAGS, TIED AND PUT INTO OUR DUMPSTER. THE AREAS USED MUST BE SWEEPED, MOPPED AND ALL CHAIRS AND TABLES PUT AWAY. BATHROOMS MUST BE CHECKED FOR CLEANLINESS AND ALL TOILETS FLUSHED.

B. ONLY THE AREAS LEASED ARE TO BE USED BY THE LESSEE.

C. SMOKING, ALCOHOLIC BEVERAGES, OR ILLEGAL DRUGS ARE NOT PERMITTED ON THE CHURCH PROPERTY.

USER AGREEMENT

PURPOSE: This document is recommended to be used by churches of the Susquehanna Conference which gives permission to use church property/facilities to non-church groups/ individuals (User). The Conference insurance policy covers only certain activities under the control of the local church. Non-church groups/individuals using church facilities, even though permission has been given, do so with the understanding that losses or liabilities incurred by non-church groups/individuals are not covered by the local church.

This Agreement entered into this 02 day of January (month) of the year 2015
by and between Capital Area Unity Sub Committee Derry, United Methodist Church
of 1508 Derry St. (city) {"UMC"}
and ("User")
(address)

WHEREAS, UMC is the owner of a building located at

WHEREAS, User desires to use such facilities on the terms and conditions set forth.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good valuable consideration the parties hereto agree as follows:

1. UMC shall make available to User (description/location of facilities):
from 8 PM to 12 AM (dates) 1-17-15
2. User agrees to indemnify and hold UMC harmless from any and all liability including attorney's fees arising out of User's use of the above premises or the building of which the facilities are a part or the parking facilities on or adjacent thereto (hereinafter "the facilities").
3. User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of UMC to insure the User's use of the facilities. It is recommended that the User obtains its own liability and property coverage for its use of the facilities.
4. User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in UMC's locale; User will not engage in any activities in violation of such laws, ordinances, rules and regulations.

IN WITNESS THEREOF, the undersigned parties have executed the Agreement as of the day and year first above written.

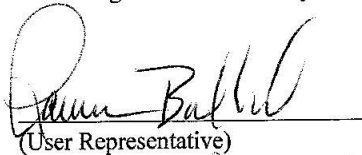
Signed


(UMC Representative)

(Name of Church)

(Address)

(Telephone)


(User Representative)

(Name of User) RANOWA BAILLARD

(Address) 1722 Forster St.

(Telephone) 717-342-8607




D. THE USE OF PROFANE LANGUAGE IS STRICTLY PROHIBITED ON THE CHURCH PROPERTY.

E. ALL FEES MUST BE PAID TO THE CHURCH THIRTY SIX HOURS BEFORE THE EVENT IS TO TAKE PLACE (UNLESS OTHER PAYMENT ARRANGEMENTS HAVE BEEN MUTUALLY AGREED UPON) .

F. THE CHURCH RESERVES THE RIGHT TO TERMINATE ANY EVENT, WHILE IT IS IN PROGRESS, IF THE CHURCH DETERMINES THAT SUCH EVENT IS AGAINST CHURCH POLICY, RULES, OR REGULATIONS.

G. THE CHURCH IS NOT RESPONSIBLE FOR ANY THEFTS, LOSS OF PROPERTY, ACCIDENTS AND THE CHURCH, THE UNITED METHODIST HARRISBURG DISTRICT, AND THE SUSQUEHANNA CONFERENCE IS TO BE HELD HARMLESS.

H. THE LESSEE MUST CARRY INSURANCE COVERAGE OF AT LEAST ONE MILLION DOLLARS (\$1,000,000), WITH ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) PER INCIDENT.



LESSEE SIGNATURE

11/2/2015
DATE



CHURCH REPRESENTATIVE SIGNATURE

11/2/15
DATE

RENTAL AGREEMENT

BETWEEN

Commonwealth of Pennsylvania

AND

Capital Area unity sub committee

Department of Military and Veteran's Affairs
State Armory Board
Annville, PA 17003-5002
(Herein after referred to as "**BOARD**")

Name of Renting Organization
(Herein after referred to as "**RENTER**")

1722 Forster St.

Street Address

acting by and through the Local Armory

Board of the Harrisburg Military Post

Harrisburg, Pa 17103

City, State and Zip Code

Ramona Ballard, 717-342-8607

Contact Name and Daytime Phone Number

THIS AGREEMENT, made and entered into this «18th» day of «December», 2014, by and between the parties identified.

WITNESSETH

WHEREAS, the **BOARD** is authorized to rent armories for non-military purpose by Section 1509 of the Military Code of 1975 (51 PACS 1509) and the rules and regulations promulgated thereunder and

WHEREAS, the **RENTER** desires to rent the said Armory for the purpose of «Meeting»

NOW THEREFORE, the parties hereto agreeing to be legally bound, in consideration of the mutual premises hereof, the mutual benefits hereby conferred, and the payment of the rental fee, custodial fee and supply charge as hereinafter provided, do hereby covenant and agree as follows:

1. The **BOARD** hereby agrees to license and permit the **RENTER** to use said Armory or a portion thereof as may be described in the special considerations set forth below.

Special Considerations:

Revised January 2000

2. The term of this agreement is «1» day(s), beginning at «7pm» hours on «20th», «December», 2014, and terminating at «11pm» hours on «20th», «December», 2014, unless sooner terminated as provided in paragraph 4 of this agreement.

3. In consideration of being permitted to use the aforementioned premises for the purpose described, **RENTER** shall pay the **BOARD** as follows:

COMPONENT	AMOUNT	
Rental Fee \$30 per hr.	\$ N/C	150. ⁰⁰ 1 hr. Setup 1 hr. Break down
Custodial Fee	\$ Will pay person working	
Supplies Charge (10% of rental fee)	\$ N/C	
* TOTAL	\$ N/C Non Profit	

* The payments recited above shall be made by **CERTIFIED CHECK OR MONEY ORDER FOR EACH COMPONENT**, made payable to the "State Treasury Armory Fund" and submitted with the Rental Agreement to the State Armory Board when requesting approval.

4. This agreement is subject to termination or cancellation by the **BOARD** when the Adjutant General, or his designee, determines that the armory is necessary for use by the Pennsylvania military forces or units thereof during periods of state active duty or to carry out military requirements. The decision to terminate or cancel this agreement under this necessary clause is vested in the sole discretion of the Adjutant General or his designee. The **RENTER** expressly agrees that the termination or cancellation of this agreement as provided in this paragraph shall subject the Commonwealth of Pennsylvania, the **BOARD**, the Department of Military and Veteran's Affairs, and their officials, members, employees and assigns to no liability whatsoever, whether for consequential damages or otherwise, except for return of the consideration paid under paragraph 3 for the periods during which the **RENTER** was precluded from using the premises.

5. The **RENTER** agrees to conduct its activities in an orderly and peaceful manner and to engage security personnel as may be deemed necessary by the Local Armory Board to enforce good order.

6. The **RENTER** expressly agrees to indemnify, hold harmless and defend, the Commonwealth of Pennsylvania, the Department of Military and Veteran's Affairs, the State Armory Board, the Local Armory Board and their officials, members, agents, and assigns from and against any liability, claim, damage or otherwise, of whatsoever nature and howsoever caused, arising out of, or related to, the use by the **RENTER** of the said Armory during the terms and for any and all acts or omissions occurring on the premises during the rental period and agreement during the terms and for any extension hereof. This paragraph covers death, personal injury and damage to, destruction or loss of property to persons using the Armory premises during the term of this agreement and any extension here of.

C-2

7. In addition to the provisions of paragraph 6 and not by way of limitation thereof, the **RENTER** shall, prior to commencing use of the Armory premises, provide the **BOARD** with a certificate of

insurance indicating that **RENTER** has full liability coverage for all risks associated with its use of the licensed premises. The amount of such liability coverage shall be **\$250,000.00 per person and \$1,000,000.00 per incident** for personal injuries and death and **\$100,000.00** for property damage. The certificate of insurance shall specify that the Commonwealth of Pennsylvania, and its agencies, instrumentalities, officials, employees, and agents, including the Department of Military and veteran's Affairs, State Armory Board and the Local Armory Board are named additional insured under the liability coverage.

8. This agreement is made under and subject to the rules and regulations of the State Armory Board, which are incorporated by reference here in and made part hereof.

9. **RENTER** shall ensure that its use of said Armory shall comply with all applicable federal, state, and local laws and regulations to include health, sanitation, and licensing requirements. By executing this Agreement, **RENTER** shall not discriminate against any person on the basis of race, color, creed, national origin, sex, age, or handicapped status with regard to its use of the premises.

10. **RENTER** shall at the expiration of the term of this Agreement, or sooner termination thereof, without further notice, quietly and peaceably deliver up the premises in as good condition as they are now, and holding over or continuance in possession of the premises after the term hereof shall constitute an extension hereof.

11. No termination of the Agreement or taking or recovering possession of the premises shall deprive **BOARD** of any action for rent or damages, nor shall any remedy hereby provided exclude any other to which **BOARD** might otherwise be entitled.

12. If the **BOARD** determines that **RENTER** has violated any provisions of this agreement, it may terminate the rental at once and retain all moneys paid hereunder as liquidated damages, provided that the retention of such moneys shall in no way limit the **BOARD** from pursuing any other remedies it may possess at law or equity to recover damages or obtain other appropriate relief as a result of the breach of any condition of then Agreement by **RENTER**,

Lucian B. Fry III 12/18/14
WITNESS LAB SIGNATURE DATE

Ramona Ballard 12/18/14
RENTER SIGNATURE DATE

[Signature] 12/18/2014
APPROVAL SIGNATURE DATE
STATE ARMORY BOARD ONLY

