

Ross Township Community Center Rental Packet - Gymnasium

REGULAR HOURS OF OPERATION

Monday through Thursday: 8:00 a.m. – 9:00 p.m.

Friday and Saturday: 8:00 a.m. – 11:00 p.m.

Sunday: 12:00 p.m. – 6:00 p.m.

CLOSED TO OBSERVE

New Year's Day President's Day Good Friday Memorial Day
Independence Day Labor Day Veteran's Day Thanksgiving Day
Friday after Thanksgiving Christmas Day

PLEASE NOTE:

INCLUDE SET-UP TIME IN THE TOTAL TIME REQUESTED ON YOUR RENTAL APPLICATION.

DECORATIONS ARE RESTRICTED TO THE TABLES OR THEY MAY BE FREESTANDING– NOTHING MAY BE AFFIXED TO THE WALLS OR CEILINGS. NO TAPE IS ALLOWED IN ANY OF THE RENTAL ROOMS. NO HELIUM BALOONS ARE ALLOWED IN THE GYM.

ALCOHOLIC BEVERAGES MAY BE DISPENSED FOR A MAXIMUM OF 5 HOURS, BUT IS FORBIDDEN DURING THE FINAL HOUR OF YOUR EVENT. ALCOHOL IS RESTRICTED TO THE RENTAL AREA ONLY.

NO SMOKING INSIDE THE BUILDING.

USE OF THE OVENS AND STOVES IS FORBIDDEN, EXCEPT BY ONE OF THE APPROVED CATERERS.

THANK YOU FOR ADHERING TO THESE BASIC RULES. A COMPLETE DESCRIPTION OF FACILITY USE RULES AND POLICIES FOLLOWS.

**Ross Township Community Center
Rental Fees - Gymnasium**

The capacity of the Gymnasium is 500. Tables and chairs are provided for up to 250 guests. If additional tables and chairs are needed, it is the responsibility of the renter to provide them.

	<u>Residents</u>	<u>Non-Res/Business</u>
Per Hour	\$100.00	\$125.00
Overtime/off time/hour	\$200.00	\$250.00

Note: Non-Profits receive a 25% discount in their rental category

Additional Fees:

A. Damage/Cleaning Deposit - \$300.00

This must be a separate check from the Rental Fee. The Damage Deposit is due 30 days prior to event. The Renter assumes all financial responsibility for any damage or loss to the facility, which includes damages above and beyond the costs of the Damage Deposit. All rental parties are expected to leave the building and ground free of debris. Upon satisfactory inspection of the facility, the total amount will be returned by mail.

B. Set-Up of Tables and Chairs - \$100.00

The Renter has the option to have Ross Township employees set up tables and chairs for the event. Tables and chairs will be set-up based on the diagram the Renter is required to submit 30 days prior to the date of the rental.

C. For parties where alcohol and food will be served, an additional \$200.00 floor cleaning fee applies.

D. Kitchen-Use Deposit - \$100.00

If your caterer is using the kitchen for your event and/or you wish to assemble food trays in the kitchen, there is a \$100.00 Kitchen-Use Deposit check due 30 days prior to the event. Upon satisfactory inspection that the Renter has left the kitchen clean and sanitized, the check will be returned by mail.

E. Alcohol Permit Fee - \$50.00

If the Renter intends to provide alcoholic beverages, they will need to complete a Municipal Alcohol Permit with the Ross Recreation Dept. and submit a copy of the Alcohol Permit and \$50.00 with the Rental Fees.

Ross Township Community Center Rental Policies - Gymnasium

Section 1 – Availability of Gymnasium for Rental

A. The Gym is available Monday through Thursday from 8:00 a.m. through 8:30 p.m. depending on class and event schedules. A Community Center attendant will provide you with available dates for your event.

B. The Gym is available for Rental Friday through Sunday during the following times, depending on class and event schedules. A Community Center attendant will provide you with available dates for your event:

Friday: 12:00 p.m. – 10:30 p.m.

Saturday: 12:00 p.m. – 10:30 p.m.

Sunday: 12:00 p.m. – 6:00 p.m.

Section 2 - Reservation Policies

A. Reservations will only be accepted in person, at the Ross Municipal Center.

B. Ross Township residents may reserve the facility up to 1 year before the requested date. Non-residents, businesses, and organizations may reserve the facility up to 6 months before the requested date.

Governmental use requests may be made up to 18 months before the requested date. Within these time frames, reservations are on a first-come, first-served basis.

Section 3 – Required Reservation Documentation

A. Required at the time of rental reservation:

Ross Township Resident ID Card

Completed Facility Use Application

Rental Fee

Municipal Alcohol Permit and Fees

Indemnification Statement

Certificate of Liability Insurance (if required)

B. Due 30 days before use:

Diagram for table and chair set up, if requested and paid for

Kitchen Use and/or Damage Deposit

Ross Township Community Center

Rental Rules - Gymnasium

Enforcement

Municipal Police Officers shall strictly enforce the PA Motor Vehicle Code, the PA Crime Codes and any and all other legislative or municipal enactments concerning and relating to the use of the Ross Township Municipal Center.

Section 1 – General Rules

- A. Use of the Ross Township Municipal Center and all associated facilities for the approved function shall be restricted to the areas identified on the approved Facility Use Application.
- B. The nature of the event and any related activities are limited to the description in the Facility Use Application. Any event beyond the description will be subject to additional fees and/or eviction from the facility.
- C. The renter and his/her guests, invitees, and members stand as licensees of Ross Township.
- D. The renter and his/her guests, invitees, and members must adhere to the posted room capacity/maximum occupancy limits or, if not posted, the total number expected as defined on the Facility Use Application.
- E. Must be at least 21 years old to rent the facility.
- F. There shall be no public meetings or assemblages in the facility without a permit.
- G. Open fires are not allowed.
- H. Renter is solely responsible and legally liable for service of alcohol to his/her guests.
- I. The Renter may be required to coordinate and/or pay for traffic control and security with Ross Township officials in the event that the total expected guests exceed 150.
- J. No unauthorized person shall clean, polish, grease, lubricate or make any repairs to their vehicles on the grounds of the Ross Township Municipal Center.
- K. Electrical amplification equipment is ONLY permitted with the permission of the Parks & Recreation Director.
- L. Personal metal detectors are not allowed.

Ross Township Community Center

Rental Rules - Gymnasium

Section 2 – Decoration and Signage

- A. All Decorations must be restricted to the tables and/or be free standing.
- B. No dispensing or releasing of confetti, artificial petals, rice, glitter, or such substances is permitted in the Gym. No releasing of animals or birds is permitted in the Gym.
- C. No helium balloons are permitted in the Gym.
- D. No water balloons are permitted in the Gym.
- E. Nothing may be affixed to the walls or ceilings of the Gym.
- F. Candles are not allowed in the Gym.
- G. In the event that signage is required, it must be approved by a Parks & Recreation Department employee.
- H. All decorations and signage must be removed within ½ hour of the end of the rental agreement.
- I. The renter is responsible for clean-up and removal of all decorations and signage and any damage that is a result of the decorations and signage set-up and/or removal. If the renter fails to comply with these Decorations and Signage Rules, they will forfeit all or part of their damage deposit. If the costs involved with clean up or repair resulting from the decorations or signage exceeds the amount of the damage deposit, the renter will be billed and responsible for paying the additional expense. The renter and his/her immediate family will not be permitted to further rent Ross Township facilities nor participate in Ross Township Parks & Recreation programs until all expenses are paid in full.

Section 3 – Supervision

- A. The renter is responsible for the supervision and conduct of all individuals that are provided access to the areas specified in the Facility Use Application. Ross Township reserves the right to expel any renter or guest if deemed necessary (with forfeiture of any rental fees and damage deposit). The renter may also be subject to fines and liability for the actions resulting in the expulsion.
- B. The renter is responsible for the adult supervision of all children in attendance at the function at all times. At no time shall a child under the age of twelve years of age be permitted in the Ross Township Municipal Center without a parent or custodian eighteen years of age or older accompanying such individual.

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Section 4 – Alcohol

- A. The renter is solely responsible and legally liable for serving alcohol to his/her invitees and guests in connection with the function and is subject to all provisions defined in the Policies and Rules as defined in this document.
- B. There is a \$50.00 Alcohol Permit Fee, which must be submitted with a completed Municipal Alcohol Permit on the day the rental reservation is made.
- C. The dispensing of alcoholic beverages is limited to five (5) hours, and is strictly forbidden during the last hour of the total rental time.
- D. All alcoholic beverages must be consumed within the confines of the rented area as designated in the Facility Use Application. Alcoholic beverages consumed in any other areas of the Ross Township Municipal Center or associated grounds and facilities will subject the Renter and individual violator to fines and penalties as prescribed in the Ross Township Code or in the applicable Pennsylvania State Statutes. Violators will be prosecuted to the full extent of the law.
- E. Renters may not charge fees for service or provisions of alcohol.
- F. All alcoholic beverages must be distributed in non-breakable containers, unless written consent is obtained from the Ross Township Parks & Recreation Director for special events (i.e. wedding toasts).
- G. The township reserves the right to require the applicant to have security guards on duty throughout the event: at least one (1) security guard for up to 150 people in attendance and two (2) security guards for more than 150 people in attendance. The security guards will be provided through the Ross Township Police Department. For details call (412) 931-9070.

Section 5 – Smoking

- A. The Ross Township Municipal Center is a Smoke-Free facility. There is no smoking allowed in the building.
- B. Smoking is only allowed outside, near safe containers designed for the safe placement of discarded tobacco products. All discarded cigarettes; cigars, smokeless tobacco, or cleaning of pipes must be fully extinguished and placed in a safe container designed for that purpose outside of the building.
- C. The renter is responsible for inappropriately discarded tobacco products found in and around the rented facility. If areas are left unacceptable, it will result in a reduction or forfeiture of damage deposit.

Section 6 – Parking and Deliveries

- A. NO extended parking in any entranceways or defined non-parking areas around the Ross Township Municipal Center. Wedding vehicles may be driven to the front doors for drop-off and pick-up reasons only.

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B. Deliveries will be permitted for drop-off and pick-up reasons only, unless written permission is granted an employee of the Parks and Recreation Department.

Section 7 – Animals

A. Animals are not permitted unless to aid disabled individuals at any event held in the facilities or on the grounds of the Ross Township Municipal Center.

Section 8 – Photography

A. Ross Township reserves the right to photograph events for promotional purposes.

Section 9 – Food Service/Catering

A. If the Renter chooses to have his/her event catered, the caterer must be approved by the Recreation Department. All Ross Township-approved caterers are legal businesses, have an Allegheny County Health Department Permit, an Allegheny County 'Safe Food Handling' Certification, and will provide an insurance certificate naming Ross Township as an additional insured for the day of the rental. Bringing in a non-township-approved caterer may subject the Renter and his/her guests to eviction from the facility and forfeiture of all fees associated with the rental.

B. Certain equipment may be restricted from use.

C. If your caterer does not stay until the end of your event it is your responsibility to clear liquids from the tables and dispose of all table coverings.

Section 10 – Policy Amendments

Ross Township reserves the right to amend these policies governing the rental of the Ross Township Municipal Center and all associated facilities at any time. The Renters shall be bound by the policies in effect at the time of the rental.

Section 11 – Cancellation Policy

In the event of a cancellation, one-half (1/2) of the rental deposit will be refunded if written notice is received no less than sixty (60) days before the rental date. No refund will be made for cancellations less than sixty (60) days before the rental date unless the township is able to rent the facility at the same time for the same rental fee. All deposits and fees associated with the serving of alcohol will be refunded in the event of a cancellation.

Section 12 – NSF Check Policy

Individuals who submit an NSF check will be contacted and requested to make immediate payment in cash. In addition to the original payment amount, a \$25 service-charge will be due and collected at the time of payment. Failure to comply will result in loss of deposit and/or reservation date.