

## **Ross Township Municipal Center Classroom Rules**

### **Municipal Center Classroom Rental Policies & Rules**

All rentals are done through our online website: [ross.pa.us](http://ross.pa.us). Those wishing to rent a facility must first create an account at <https://secure.rec1.com/PA/ross-township/catalog> in order to check availability and/or make a reservation. This can be done on a personal computer or at the community center kiosk. Telephone reservations are not accepted.

**THE RENTAL PERIOD MUST INCLUDE SET-UP TIME. THE BUILDING WILL ONLY BE OPENED AT THE TIME SPECIFIED AS 'START TIME' ON THE RENTAL APPLICATION.** The building will remain open for  $\frac{1}{2}$  an hour after the specified 'end time' on the rental application, during which time it is the renter's responsibility to clean the facility.

During the application process, the applicant will be prompted to read the policies and rules governing the rental of Ross Township facilities and electronically acknowledge and sign all applicable waivers.

The renter is responsible for setting up and breaking down tables and chairs, wiping off tables, taking trash to the dumpster, and sweeping the floor.

A damage deposit of \$100 is due thirty (30) days before the event and must be paid by check. The check can be mailed or dropped off at 1000 Ross Municipal Drive, Pittsburgh, PA 15237. 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 grounds free of debris. Upon satisfactory inspection of the facility, the total amount will be returned by mail. Any cleaning or breakdown of tables and chairs that is performed by Ross Township employees will result in a reduced return of the Damage Deposit.

### **Section 1 – Reservation Policies**

- A. The Municipal Center Classrooms are available for rental from 8 a.m. to 8 p.m. Mondays-Thursdays, 8 a.m. to 6 p.m. Fridays, and 12 p.m. to 6 p.m. Saturdays and Sundays.
- B. Ross Township residents may reserve the facility up to 1 year before the requested date. Non-residents, business owners, 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. With these time frames, reservations are on a first come, first served basis.

## **Section 2 – Enforcement of Rules**

Municipal Police Officers shall strictly enforce the PA Motor Vehicle Code, the PA Crimes Code and all other legislative or municipal enactments concerning and relating to use of the facility.

## **Section 3 – General Rules**

- A. The person who obtains the rental is responsible to be present during the function and be responsible for the group's general conduct.
- B. The nature of the function and any related activities are limited to the events described in the Facility Use Application. Any event beyond that selection 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. Must be at least 21 years old to rent the facility.
- E. Under no circumstances can the building tables and/or chairs be removed from the building.

## **Section 4 – Decoration and Signage**

- A. All decorations must be restricted to the tables and/or freestanding.
- B. Nothing may be affixed to the walls or ceilings.
- C. No candles.
- D. In the event signage is required, it must be approved by the Ross Township Parks & Recreation Department. All decorations and signage must be removed within  $\frac{1}{2}$  an hour at the end of the rental agreement.
- E. The renter is responsible for clean-up and removal of all decorations and signage. Any damage that is a result of the decorations and signage set-up and/or removal. If the renter fails to comply with these Decoration and Signage Rules, they will forfeit all or part of their damage deposit.
- F. If the costs involved with clean up or repair resulting from the decorations and 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 5 – 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 of the function at all times. At no time shall a child not yet twelve (14) years of age be permitted on the grounds or in the building without a parent or custodian eighteen (18) years of age or older accompanying such individual.

## **Section 6 – 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 this document. A Municipal Alcohol Permit must be on file with Ross Township and must be paid for when the online application is submitted.
- B. There is a \$50.00 Alcohol Permit Fee, which must be submitted and paid for with the Municipal Alcohol Permit.
- C. The dispensing of alcoholic beverages is limited to five (5) hours and is strictly forbidden during the last hour of the rental time.
- D. All alcoholic beverages must be consumed within the confines of the rented area as designated in the Facility Use Application.
- E. Renters may not charge fees for service or provisions of alcohol.
- F. All alcoholic beverages must be distributed in non-breakable containers.

## **Section 7 – Smoking**

- A. The facility is Smoke-Free. There is no smoking allowed in the building. 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.
- B. 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 the damage deposit.

## **Section 8 – Animals**

Animals are not permitted unless to aid the disabled at any function in the facilities or on the grounds of the Municipal Center Park.

## **Section 9 – Photography**

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

## **Section 10 – Gambling**

Gambling is prohibited. No ticket selling on grounds or at the door.

## **Section 11 – Cancellation Policy**

In the event of a cancellation, half ( $\frac{1}{2}$ ) the rental fee will be refunded if written notice is received no less than sixty (60) days before the rental date. If cancellation is less than sixty (60) days before the rental date, no refund will be given. All damage 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.