

# PINE COMMUNITY CENTER

## FACILITY RENTAL APPLICATION

Name of Responsible Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Renter requests the use of the following area(s) of the Community Center (circle):**

Community Room-East & West	Community Room – East	Community Room – West
Multi-Purpose Room A	Multi-Purpose Room B	Meeting Room
Gymnasium (Full)	Gymnasium (Half) North	Gymnasium (Half) South
Catering Kitchen	Birthday Package (See separate application)	Gazebo (See separate application)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ AM/PM  
**(MUST include set-up and clean-up time)**

Approximate Attendance: \_\_\_\_\_ Alcohol Permit: \_\_\_ Yes \_\_\_ No (attach copy)

Type of event: \_\_\_\_\_ (ex: banquet, shower, meeting, reception, party, reunion, etc.)

Please check which applies: Will you be using a Caterer \_\_\_ DJ \_\_\_ Both \_\_\_

**Amenities:**

Number of Chairs: \_\_\_\_\_ Number of Round Tables: \_\_\_\_\_ Rectangle Tables: \_\_\_\_\_  
*(60" Tables that Seat 8 Guests per Table) (8 Ft. Long)*

Reception Bar \_\_\_ Podium \_\_\_ Microphone \_\_\_ Screen\* \_\_\_\_\_

*\*VGA Hookup or Adapter Required*

**Finalized room layouts are required 2 weeks before rental date.**  
***There will be a \$25.00 minimum fee for room layout changes made within  
2 weeks of the event, including the day of event.***

**Conditions of Use:**

- Each facility rental must have the necessary damage security deposit postdated to coincide with the date of use. A charge for actual labor will be billed to the permit holder when more than normal clean-up is necessary and not covered by the security deposit.
- The permit holder must be 21 years of age or older.
- Use of thumbtacks, staples and tape is not permitted on walls, ceilings, tables or chairs.
- Room is only available for actual time rented. Early admission will not be allowed. End times are strictly enforced and a portion of the security deposit will be withheld relative to time overage. I acknowledged I have read and included set-up/clean-up times: \_\_\_\_\_ **(Please Initial)**
- Access only permitted for area(s) noted on rental form.

**I do hereby swear that I have not misrepresented my intentions, will maintain the facility in proper order, obey the rules of the Community Center and be responsible for any damage(s) that may occur.**

Signature of Responsible Person \_\_\_\_\_ Date \_\_\_\_\_

Approval of Facility Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Authorized by Director of Parks & Recreation \_\_\_\_\_ Date \_\_\_\_\_

(OVER)

## PINE COMMUNITY CENTER FACILITY RENTAL PERMIT RATES

**Prime Time:** Monday – Friday 4:00PM – 10:00PM & All Day Saturday & Sunday

**Non-Prime Time:** Monday – Friday 6:00AM - 4:00PM

**First Fee:** Annual Member, Residents or Pine Non-Profit

**Second Fee:** Non-Member, Associates, Non-residents, Non-Pine Business or Non-Profit Out of Pine

**Third Fee:** Pine Business

<u>AREA RENTED</u>	<u>PRIME TIME RATE</u>	<u>NON-PRIME TIME RATE</u>
Community Room East or West	\$70/80/72 per hour	\$59.50/68/61 per hour
Community Room East & West	\$140/160/144 per hour	\$119/136/122 per hour
Multi-purpose Room A or B	\$40/50/45 per hour	\$34/43/38 per hour
Meeting Room	\$44/55/50 per hour	\$37.50/47.50/42 per hour
Gymnasium (full)	\$150/170/153 per hour	\$127.50/145/131 per hour
Gymnasium (half) North or South	\$90/100/90 per hour	\$76.50/85/77 per hour
Catering Kitchen	\$50.00 per use	\$50.00 per use

The Township reserves the right to allow or disallow rental of the facility all or in part based upon the operation of the Community Center or comprehensive needs of the Community Center.

### Facility Rental Package Rates

(Package Rates include Township Supervisory Staff)

\* **MINIMUM FOUR (4) HOUR RENTAL** during prime time hours for **Community Rooms**

Hours	4-hour Package	6-hour Package	8-hour Package	10-hour Package
Community Room East or West* (4 hr. min. during prime time)	\$252/288/259	\$357/408/367	\$448/512/461	\$595/680/612
Community Room East & West* (4 hr. min. during prime time)	\$450/522/470	\$637/739/665	\$800/928/835	\$1062/1232/1109
Multi-purpose Room A or B	\$144/180/162	\$204/255/230	\$256/320/288	\$340/425/383
Meeting Room	\$158.50/198/178	\$225/280/253	\$282/352/317	\$374/468/422
Gym (Full)	\$540/612/551	\$765/867/780	\$960/1088/979	\$1275/1445/1301
Gym (Half) North or South	\$324/360/324	\$459/510/459	\$576/640/576	\$765/850/765
Catering Kitchen (per use)	\$50	\$50	\$50	\$50

**NO ADMITTANCE** will be permitted before or after rented times.

**RENTAL DEPOSIT:** 30% of rental fee due at time of booking is non-refundable. Balance due 30 days prior to event date is non-refundable. *Full payment is required if the event is scheduled within 30 days of submission of this application.*

**DAMAGE SECURITY DEPOSIT:** \$200.00 per room (separate check post-dated) and will be returned if not needed.

**DATE CHANGE:** Requests for date changes will have a \$25.00 administrative fee applied and subject to availability. Date Changes are permitted only within current calendar year.

#### PINE COMMUNITY CENTER

100 PINE PARK DRIVE

WEXFORD, PA 15090

724-625-1636, Ext 3 (PHONE) 724-625-1608 (FAX)

[www.twp.pine.pa.us](http://www.twp.pine.pa.us)

#### COMMUNITY CENTER HOURS OF OPERATION

Monday through Friday: 6:00 AM – 10:00 PM

Saturday: 8:00 AM – 5:00 PM ~ Sunday: 8:00 AM – 5:00 PM

Rentals may be available after normal business hours please contact Facility Coordinator for details

# Pine Community Center Renter Responsibilities

- Rental dates are not secured until **EVERYTHING** below is received:
  - *Facility Rental Application*
  - *30% down payment (Full Payment if rental is within 30 days of booking)*
  - *\$200.00 per room Security Deposit (\$400.00 for Community Room East & West Rental).*  
***This must be a postdated check ONLY.***
- All outside vendors must be approved. Renter is responsible for any damages associated with the vendor's use of the facility. **Both** the renter *and* vendor are responsible for the clean-up of any area used by the vendor.
- It is the responsibility of the permit holder to clean all rented areas at the end of each use and deposit trash in the appropriate receptacles. ***This includes picking up all trash/debris on the floor and sweeping the floor, properly cleaning up any spills, cleaning the catering kitchen (if used) and removing all decorations and belongings from the room.***
- Rooms are only available during actual rented time. Early admission will not be allowed. ***A portion of the security deposit will be withheld relative to time overage. Renter must include any set-up and clean-up time in the actual rented time.***
- No belongings may be brought in before rented time or left after the rental for later pick up. ***Please make accommodations accordingly as the Township assumes no responsibility for personal belongings and valuables brought into the building.***
- Guests are not permitted in the lower level of the Community Center including the Fitness Area and Gymnasium (unless rented), and Upper Gathering Area during rentals. *All guests must stay in the areas stated on the rental permit.* ***It is the responsibility of the permit holder to enforce this rule.***
- Use of thumbtacks, staples, and tape is not permitted on walls, ceilings, tables, or chairs. ***Any damages to the facility or Township property will be the responsibility of the applicant.***
- No food or drink is permitted outside of rented area(s).
- No alcohol (with proper permit and \$25.00 fee) will be served to persons less than 21 years of age or to any persons know to be intoxicated or exhibiting visibly noticeable intoxicated behavior. It is the permit holder's responsibility to enforce these restrictions. ***A licensed bartender is highly recommended.***
- Confetti, rice, spray string, etc. is NOT permitted. ***A charge for actual labor will be billed to the permit holder when more than normal clean-up is necessary and not covered by the security deposit.***

*I have read and fully understand these and all other conditions listed on the Facility Rental Permit and attachments. Please be advised you jeopardize future facility rentals or loss of your security deposit by disobeying the rules and regulations listed in your rental agreement.*

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## FACILITY RENTAL PERMIT WAIVER

The undersigned also agrees, on behalf of himself, his heirs, successors, or assigns and/or any organization he represents, its successors, assigns, members, participants and attendees at any function supported by this permit, to discharge, protect, release, indemnify and hold harmless the Township of Pine, its agents, officers, employees, elected and appointed officials, successors and assigns from any and all claims, damages, injuries, demands, actions, liabilities and expenses whatsoever, including but not limited to costs of defense and attorneys' fees, directly or indirectly arising out of or relating to or resulting from any personal injury (including death) or damages to any person or property damage of any kind arising from applicant's use of this permit granted by the Township of Pine

In accepting this permit, the undersigned representative assures compliance by the group or organization. Failure to follow any of the above rules or direction from Township personnel could result in the forfeiture of permit (without refund of permit fee or any security deposit) and possible denial of future permits.

In the event that the permit application is submitted on behalf of a group or organization, the undersigned certifies to the Township of Pine that he/she is a duly authorized agent and representative of

\_\_\_\_\_ (name of group/organization) and empowered to legally bind said group/organization to the above-stated terms and conditions.

I have read and fully understand the conditions of this permit and the attachments.

**Signed:** \_\_\_\_\_ **Organization:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# PINE COMMUNITY CENTER FACILITY RENTAL RULES

## **Making a reservation:**

- Reservations or rentals will be accepted up to one year in advance.
- Renter must meet with staff coordinator, by appointment, to confirm rental date, location along with additional renter requests.
- If renter chooses to make a reservation by phone, he/she has seven (7) business days to meet with the Staff Coordinator by appointment to confirm and finalize rental information.
- A non-refundable rental deposit (30% of facility rental) and the damage security deposit (separate checks are required) must be paid at the time of the reservation. The balance due (non-refundable) must be paid thirty (30) days prior to the event. The damage security deposit will be returned, provided extra clean-up work or repair is not necessary following use. Should the security deposit not be sufficient to cover all clean-up/repair, renter will be billed for the difference.
- Damage security deposit check should be post-dated to coincide with the reservation date.
- To avoid the loss of the security, please be sure to clean up and properly dispose of all supplies and materials such as decorations (streamers, banners, balloons, etc.) food products, utensils and containers.
- Facility rental may be available outside normal operating hours. Please speak with the Staff Coordinator.
- Requests for date changes will have a \$25.00 administrative fee applied and subject to availability. Permitted only within current calendar year.
- Return only the completed application form. Retain copies of the instructions for your records. Submission of application does not guarantee rental until permit is approved.

## **Guidelines for using the facility:**

- General Facility rules and Rental rules apply.
- **All outside vendors must be approved by Facility Rental Coordinator.**
- Approved rental shall be restricted to the areas identified on approved facility application.
- Alcoholic beverages are only permitted in approved facility areas. Licensed bartender highly recommended. **(Alcohol Beverage Consumption Permit Fee: \$25.00)**
- Alcohol permit holder must be at least 21 years of age.
- Smoking is NOT permitted in Pine Center. No smoking within five (5) feet of any exterior door.
- Fog machines, bubble machines, or other such equipment are not permitted.
- Moonwalks, trains, mechanical devices, etc. are not permitted.
- Confetti, rice or spray string is NOT permitted.
- Use of thumbtacks, staples, and tape NOT permitted on walls, ceilings, tables or chairs. Streamers, banners or balloons may be attached with string on chairs or designated attachment points.
- Use of candles (not including birthday cake candles) or any similar item is not permitted.
- Any damages to facility or Township property will be the responsibility of applicant.
- Youth under the age of 13 must be accompanied by an adult 18 years or older.
- Pine Community Center General Rules & Regulations & Family Definitions & Age Requirements apply. Patrons must be familiar and abide with the Pine Community Center General Rules & Regulations for each area of facility during usage.
- Room is only available for actual time rented. Early admission will not be allowed.
- Groups of 160 or more may require the service of two (2) security police personnel.

## **Facility Rental Rules**

### **Guidelines for using the Facility (continued):**

- Entrance/exit permitted by main entrance only for event participants. Caterers and other service persons may enter through the catering door entrance.
- Each group shall be responsible for the conduct of the group with a competent leader 21 years of age or older.
- Youth groups require adult supervision of one (1) adult for every ten (10) youth.
- The Township assumes no responsibility for personal belongings and valuables brought into the building.
- Size of room/occupancy load limits will limit the number of people permitted
  - **By order of the Township of Pine Fire Marshal**, if the fire alarm sounds:
  - All patrons, participants and spectators must evacuate (no exceptions).
  - The organization's on-site representative will be responsible for ensuring that everyone in his/her group leaves the building. Move to a location well away from the building.
  - The fire alarm must not be silenced until all occupants are evacuated.
  - Under no conditions will the alarm be reset until approval from the Township of Pine on-site representative or Fire Department official has been given.
  - Individuals who violate these regulations will be subject to fines levied by the District Magistrate for failing to abide by the BOCA National Fire Prevention Code.

### **Additional policies:**

- Use of facilities does not imply endorsement or sponsorship of the event by the Township. Therefore, publicity shall be designed in such a way that no suggestion of endorsement and/or sponsorship is implied. (All such publicity shall be cleared in advance with the designated representative of the Township of Pine.)
- Signs are not permitted in facility, on parklands or adjacent roadways advertising an event, posting an event or directional.
- Noise and music must be kept to a minimum so as not to disturb others in facility. Noise levels subject to the discretion of management to lower noise in general, turn down volume or turn off music. Failure to follow direction from Pine Community Center staff may result in forfeiture of permit with eviction from facility and/or possible denial of future permits.
- The Township reserves the right to allow or disallow rental of the facility all or in part based upon the operation of the Pine Community Center or comprehensive needs of the Community Center.
- The Township will not assume responsibility for unforeseen circumstances such as a power failure, or other mechanical failure at the Community Center, or inclement weather conditions, which may constitute reason for cancellation.
- The Township of Pine cannot guarantee the availability of equipment requested on this form. Additional equipment may **NOT** be brought onto Township property by your organization unless such equipment is specifically identified and approved as part of the rental application. Any outside equipment must be removed after rental and may not be left on site.

### **Renter requirements:**

- Renter must be at least 21 years of age.
- Must meet with Staff Coordinator to confirm rental information and to fill out necessary paperwork.
- Must be on premises during entire duration of time rented.
- Will be held responsible for any damages to facility/property or violations of Township policies.
- Responsible for general clean-up at the conclusion of the event.
- All fees, deposits, etc. are required prior to issuing permit or confirming rental date.

# PINE COMMUNITY CENTER CONTRACTED SERVICE POLICY & PROCEDURES

## CATERERS

- Caterers are subject to approval by the Pine Community Center
- If a caterer is dropping food off to an event or catering event:
- Certificates of Product Liability Insurance and General Liability Insurance must each be provided to Pine Community Center naming the Township of Pine as the additional insured and must be provided to the Pine Community Center prior to the issuance of an official permit.

The certificates must:

- a) Provide a single limit of \$500,000 for product liability, personal injury and property damage each occurrence
- b) Name the Township of Pine as the “Additional Insured.”
- c) Be written in such a manner that it is “primary” regardless of any other liability insurance that the Township may carry

- All caterers are to move vehicles immediately from drop off zone as soon as all items are unloaded and delivered.
- The Pine Community Center is not responsible for food, products, etc. dropped off prior to the rental date/time.
- If the Catering Kitchen is used by the caterer, the renter and caterer are both responsible for cleanup and any damages to facility and or appliances.
- The kitchen is for “staging” purposes **ONLY**. All food must be prepared outside of the facility and come ready to serve.

## DISC JOCKEYS (D.J’S)/ BAND

- Disc jockeys and bands are subject to approval by the Pine Community Center. Noise and music must be kept to a minimum so as not to disturb others in facility. Noise levels subject to the discretion of management to lower noise in general, turn down volume or turn off music. Failure to follow direction from Pine Community Center staff may result in forfeiture of permit with eviction from facility and/or possible denial of future permits.

- If a disc jockey is working at an event: Certificate of Liability Insurance naming the Township of Pine as the additional insured must be provided to the Pine Community Center prior to issuance of an official permit.

The certificate must:

- a) Provide a single limit of \$500,000 for personal injury and property damage each occurrence
- b) Name the Township of Pine as the “Additional Insured.”
- c) Be written in such a manner that it is “primary” regardless of any other liability insurance that the Township may carry

***Certificates of Insurance must be hand delivered, mailed or faxed to the Pine Community Center. Insurance information must be provided at least five (5) business days prior to the day of rental.***

## ADDRESS:

Pine Community Center  
100 Pine Park Drive  
Wexford, PA 15090  
ATTN: Parks & Recreation Department  
FAX: 724-625-1608.

**Questions – Please contact Facility Rental Coordinator – 724-625-1636, Ext. 119**

**PINE COMMUNITY CENTER**  
**100 PINE PARK DRIVE**  
**WEXFORD, PA 15090**  
**724-625-1636 (PHONE) 724-625-1608 (FAX)**  
**www.twp.pine.pa.us**

**ALCOHOL BEVERAGE CONSUMPTION PERMIT**

Name of Responsible Person: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_ Room Requested: \_\_\_\_\_  
 Date of Activity \_\_\_\_\_ Time (from) \_\_\_\_\_ (to) \_\_\_\_\_  
 Approximate number of persons attending: \_\_\_\_\_

- Check statement relating to your group:
- Minors ***will not*** be in attendance.
  - Minors ***will be*** in attendance but will not be served or permitted any alcoholic beverage.

- Conditions for Use:
- Alcohol permit must be completed and returned with rental permit application. Permit holder must be 21 years of age or older.
  - No alcohol will be served to persons less than 21 years of age or to any persons known to be intoxicated or exhibiting visibly noticeable intoxicated behavior. It shall be the permit-holder's responsibility to enforce these restrictions. Licensed bartender highly recommended.
  - No glass containers will be used
  - Restrict alcohol to permit area only
  - Clean up area or be held financially responsible for the cleanup of any debris related to consumption activity
  - Adherence to all other Township of Pine Facility Rental Rules, General Facility Rules and Regulations, and Park and Recreation Rules and Regulations
  - Permit Fee: \$25.00 (residents/non-residents)

The undersigned also agrees, on behalf of himself, his heirs, successors, or assigns and/or any organization he represents, its successors, assigns, members, participants and attendees at any function supported by this permit, to discharge, protect, release, indemnify and hold harmless the Township of Pine, its agents, officers, employees, elected and appointed officials, successors and assigns from any and all damages, injuries, demands, actions, claims, liabilities and expenses of any kind and nature whatsoever, including but not limited to costs of defense and attorneys' fees, directly or indirectly arising out of or relating to or resulting from any personal injury (including death) or damages to any person or property damage of any kind arising from or anyway related to applicant's use of this permit for the serving, possession and consumption of alcoholic beverages in the facility and parks of the Township of Pine. Failure to strictly comply with all of the above conditions will result in the immediate revocation of permit (without refund of permit fee or any security deposit).

In the event that the permit application is submitted on behalf of a group or organization, the undersigned certifies to the Township of Pine that he/she is a duly authorized agent and representative of \_\_\_\_\_ (name of group/organization) and empowered to legally bind said group/organization to the above-stated terms and conditions.

- Permit APPROVED
- Permit DENIED

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
 Director of Parks & Recreation

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
 Date