



Municipality of Murrysville
4100 Sardis Road, Murrysville PA 15668

Phone: 724-327-2100 Fax: 724-327-2881
Website: www.murrysville.com

Rental Date and Time:

COMMUNITY CENTER RENTAL APPLICATION

Date Application Completed: _____ Requested Date of Rental: _____

Time Requested (includes set up and clean up time): _____

Room(s) requested: _____

Name of Applicant: _____

Organization: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Email _____

Nature of Activity: _____ Approximate Number of People: _____

On-Site Sponsor (if group is under 21) must sign application form and give Name, Phone & Address below:

A \$5.00 SERVICE FEE WILL BE CHARGED FOR ON-LINE RENTALS PAID BY CREDIT CARD OR DEBIT CARD

Room Fees: (The fees below are for residents and non-business renters)

Main Room/Kitchen: Weekdays until Friday at 3:00: \$30.00 1st hour/\$15.00 each add'l hour _____

Main Room/Kitchen: Friday Nights after 3:00 & Weekends: \$50.00/hour _____

Main Room Weekend Special Rental (4 hours or beyond/single day): flat rate of \$250.00 _____

Meeting Room: \$15.00 per hour (Sr. Center Main Room only) _____

(The fees below are for non-residents and commercial renters)

Main Room/Kitchen: Weekdays: \$40.00/hour _____

Main Room/Kitchen: Friday Nights & Weekends: \$75.00/hour _____

Main Room Weekend Special Rental: (4 hours of beyond/single day): flat rate of \$375.00 _____

(INCLUDE SEPARATE CHECK) SECURITY DEPOSIT: \$200.00 within 3 days of making reservation

ALCOHOL PERMIT REQUESTED: YES _____ NO _____

ALL DEPOSITS MUST BE PAID BY CASH OR CHECK ONLY!!!

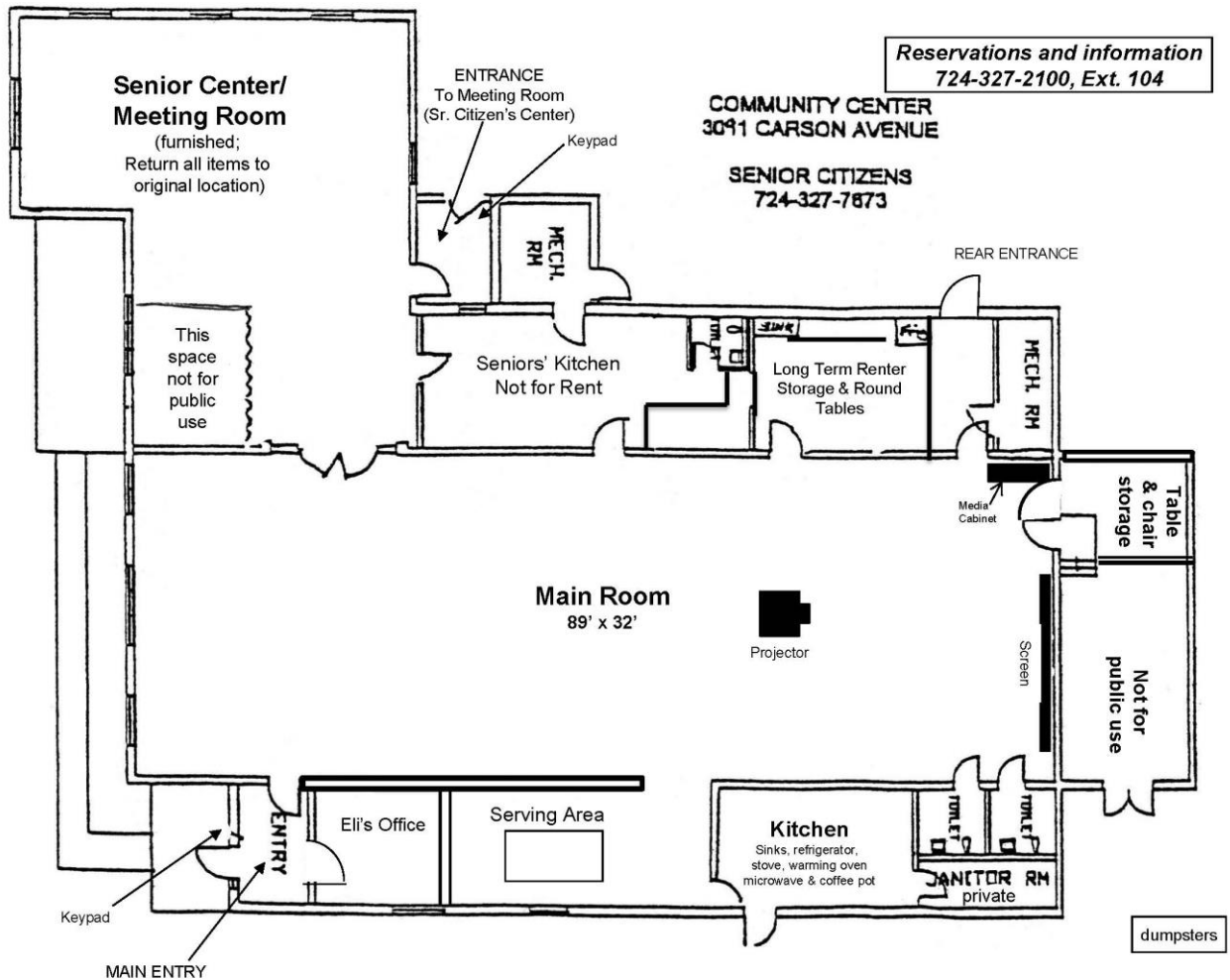
- I/My organization agree to abide by the rules and regulations governing the use of the Municipality of Murrysville Community Building. I also understand that I must complete the Cleaning Checklist and return it with the keys before my deposit will be refunded. I accept full responsibility and financial liability for any damage during the time of the rental. I also agree that my security deposit can be used to cover facility use charges outside of my reserved rental time.
- I understand that my rental time includes setup time and clean up time.
- I agree that the Municipality of Murrysville reserves the right to charge me for any time that I use outside of my reserved rental time.
- I agree that a refundable \$200 security deposit is required to rent the Murrysville Community Center is due within 3 business days of the day I made my reservation by CASH OR CHECK ONLY and failure to do so will result in the cancellation of my reservation.
- If event is cancelled 30 days or less of event date, rental fees will not be refunded.
- If event is cancelled outside of 30 days of event date, rental fees will be refunded by check.
- I agree that I will pick up and return the key on Monday through Friday between the hours of 8:00 am and 4:30 pm.

Signature: _____ Date: _____

(Office Use Only)

Check # _____ Cash _____ Date _____ Initials _____

IN CASE OF EMERGENCY PLEASE DIAL 911



Automatic External Defibrillator (AED) for emergency use

The Center is equipped with an AED.
It is located in the main area to the left of the front door.

The AED is used only on patients in cardiopulmonary arrest.

It is **not** intended for children less than 8 years.

The patient **must** be unconscious, **not** breathing normally
and showing **no** sign of circulation (no pulse, no coughing, no movement.)

Instructions are included with the unit.

When the door to the cabinet is opened, an alarm will sound and cannot be stopped once activated. **DO NOT OPEN THE AED UNLESS IT IS AN EMERGENCY!**

THIS EQUIPMENT IS VERY EXPENSIVE. WHEN RENTING THE CENTER, YOU WILL BE RESPONSIBLE FOR ANY DAMAGE THAT OCCURS DUE TO UNNECESSARY TAMPERING.

MURRYSVILLE COMMUNITY CENTER
RENTAL AGREEMENT
RULES & REGULATIONS

APPLICATION FORM- An authorized representative of the group desiring use of the facility must sign the application form before permission is granted

- The *party signing this application is personally responsible* for the enforcement of these regulations and is expected to be on the premises during the entire rental time.
- By signing this application agreement, the applicant acknowledges thoroughly reading, understanding and receiving these rules.
- *Violations of any of the rental rules and regulations may terminate the agreement and result in loss of security deposit.*
- The Chief Administrator or designee reserves the right to reject an application or cancel approval at any time.
- Applicant should be aware that video recording is in use during rental times. Footage will only be reviewed by staff if there is a noted violation of these rules and regulations.

FEES

- Upon signing the rental agreement all applicants must make a two-hundred dollar (\$200.00) deposit by check or cash *in addition to* the rental fee, which is payable by cash or check **ONLY** within 3 business days of when the rental is made. Failure to do so will result in the cancellation of the rental.
- Ongoing rentals must pay the first month's rental payment and subsequent charges on a monthly basis. Any exception must be approved by the Chief Administrator.
- NSF Fees-\$15.00 will be assessed for checks returned for non-sufficient funds

SECURITY DEPOSIT REFUND

- If the Center is found free of damage, clean, and in satisfactory condition after your event, your security deposit shall be refunded within five (5) working days from the date keys are returned.

CANCELLATION

- If cancellation occurs, the *rental fee will be forfeited unless* the Municipality receives written notification at least *thirty days* prior to the scheduled event.

KEYS AND CHECKLIST

- The applicant is required to complete the checklist and return it with the key after each use.
- **KEYS MUST BE PICKED UP AT THE MUNICIPAL BUILDING at 4100 Sardis Road WEEKDAYS BETWEEN 8:00 A.M. and 4:30 P.M.** You will be issued a key that opens the outside doors. **If the keys are not picked up between the designated times, use of the building is cancelled and your rental fee is forfeited.**
- Keys must be returned the next workday between 8:00 a.m. and 4:30 p.m.

PARKING

- Parking is provided directly in front of and behind the Community Center. Please do not block a neighbor's garage or entrance. The gravel lot at the rear of the Community Center is also for Community Center use.

RESPONSIBILITY FOR INDIVIDUALS OR ITEMS

- **Under the conditions of this application the Municipality does not assume responsibility for accidents that may occur on the premises, for the loss of personal valuables while individuals or groups are in attendance at a function, or for items in storage or left on the premises.**

NOT PERMITTED ON PREMISES

- Smoking, gambling, chewing gum, intoxicating beverages without a permit; any intoxicated or disorderly persons; sparklers, candles, incense, smoke machines, or other items creating smoke, confetti, and neon paint.

- **IF EATING ON THE CARPETED FLOOR, PLASTIC DROP CLOTHS MUST BE PLACED ON THE CARPET TO AVOID STAINS.**

ROOM ARRANGEMENT (TABLES & CHAIRS)

- The main room seating capacity is approx. 120
- (16) 8' rectangular tables and (10) 60" round tables that each seat 8 and 140 chairs are available for use.
- 8' tables and all chairs are stored at the end of the room marked "Table and Chair Storage"
- Round tables are stored in the side room marked "Private Storage Area."
- If tables and chairs are used they must **ALL** be returned to their designated storage areas.
- Table surfaces **must** be covered before serving food or doing crafts.
- Do not lean tables against the walls and do not put any tables against the stone walls!
- **Do not** stand or sit on the tables.
- Do not stack tables on top of each other at any time.

AUDIO VISUAL

- Free WiFi is available and is not password protected.
- An in-house audio-visual system is provided and includes a projector and sound equipment, wireless microphones and projection screen. **A laptop computer and a VGA cable must be provided by the renter.**
- **To use an iPod or similar device, an AUX cord must be provided by renter.**
- **For an Apple computer, a VGA to MAC adapter must be provided by renter.** Instructions are provided on the equipment.

DECORATIONS

You are welcome to decorate for your event **using these guidelines:**

- ONLY TABLE TOP DECORATIONS PERMITTED
- THE USE OF TAPE, STAPLES, GLUE, 3M HOOKS OR ANY OTHER TYPE OF ADHESIVE IS PROHIBITED ON ALL WALLS, STONE FACING AND WOODEN SURFACES, INCLUDING DOORS AND COLUMNS.
- SPARKLES, CONFETTI, GLITTER OR ANY TYPE OF ITEM THAT COULD BECOME EMBEDDED IN THE CARPET IS **NOT** PERMITTED.
- ALL DECORATIONS MUST BE REMOVED AT THE END OF YOUR EVENT.

SERVING AREA

- No food or drinks are to be served in the main room on the carpet. This is to prevent spills and stains.
- All food and drinks are to remain in the kitchen or serving area.

TRASH

- **Do not remove trash bags from the trash cans and put onto the carpet!**
- **Trash cans are to remain on laminate flooring only-NOT ON CARPET!**
- **Take the entire trash can outside to the dumpster.**
- **The applicant is required to provide 45-gallon trash bags to replace any used.**
- After the event, all trash and garbage is to be put into the dumpster at the rear of the building, including bathroom trash.

CLEANUP- Refer to the Checklist. Brooms, dustpans and mops are located in the kitchen. Vacuums are in the table storage area.

THERMOSTAT

- If you have changed the setting on the thermostat, remember to adjust the thermostat when you leave.

KITCHEN

- The kitchen is included when renting the Main Room.
- There is a refrigerator and freezer, microwave, 50-cup coffee maker, buffet pans, stove, and a warming oven available for use.
- All items used must be washed after use and returned to original location.
- **The refrigerator must be clean and empty.**
- Clean all surfaces for the next renter.
- Do not take home items that are provided for your use! You will be charged for these if they are found missing!

RECOMMENDED KITCHEN ITEMS TO BRING WITH YOU

SHARP KNIVES

DISH CLOTHS, TOWELS AND DISH SOAP

LARGE BOWLS

KITCHEN UTENSILS

CLEANING SUPPLIES

DAMAGE

- If you notice damage or other problems when you enter the building, please call immediately and leave a message at 327-2100, Ext.104. *State your name, organization, date and time and reason for your call.*
- Should damage occur while you are renting the building, please notify us by calling 327-2100, Ext. 104.
- We keep the fees very reasonable based on the honesty of our renters.

LOCKING DOORS- Refer to the Alarm Instruction Sheet when disarming or arming the system.

When leaving the building

- Make sure that everyone is out of the building prior to locking the doors and setting the alarm.
- Ensure ALL doors at ALL entrances and ALL windows are closed and locked (Front door, kitchen door and rear door)

Directions to the Murrysville Community Center, 3091 Carson Avenue, Murrysville PA 15668

From the East: Traveling west on Route 22, count the light at Sheetz gas station as the first light, continue through two more lights to the 4th light at the intersection of Gates Avenue. Make a left turn onto Gates, then make the first left onto Carson Ave. and the Community Center is on the left, past the baseball field.

From the West: Traveling East on Route 22, enter Murrysville (Wendy’s on the right). Continue through the traffic light at Wendy’s and the traffic light at the next intersection (Trafford Road and McDonald’s.) Immediately after the traffic light, bear right onto Reed Boulevard (looks like an exit off Rt. 22) then make second right turn onto Carson Ave. and the Community Center is on the left, past the baseball field.

I HAVE READ AND AGREE TO THESE RULES AND REGULATIONS

Signature _____ Printed Name _____

Date _____