



TOWNSHIP OF UPPER ST. CLAIR
RECREATION & LEISURE SERVICES

BOYCE MAYVIEW PAVILION
1551 Mayview Road, Upper St. Clair, PA 15241
RENTAL AGREEMENT

NAME _____

ADDRESS _____

PREFERRED PHONE NUMBER _____

EMAIL _____

EVENT DATE _____ START TIME _____ END TIME _____

NATURE OF EVENT _____

I have read and understand the Township of Upper St. Clair – Boyce Mayview Pavilion Rental Agreement, Rules and Regulations and I agree to the terms and conditions set forth, and agree to fully abide by its contents. I further agree to assume full financial responsibility for any damage or loss to the facility. If any damage or loss occurs, I agree to pay for any and all costs of the damage in full.

I, the undersigned, acting on behalf of all participants, both individually and collectively, hereby absolve and agree to indemnify and to hold harmless The Township of Upper St. Clair, its officials, agents, employees and volunteers, from and against all claims and/or any liability whatsoever arising from the use of this facility. I accept this condition in return for the use the Boyce Mayview Pavilion on the day and times I have requested above.

APPLICANTS SIGNATURE

DATE

*Refunds will be issued for reservations canceled no later than 48 hours prior to the scheduled date.
There will be a \$5 service charge on all cancellations. Security deposit checks will be returned
within two (2) weeks, if there are no damages to the property.*

FOR OFFICE USE ONLY

TOWNSHIP APPROVAL _____ DATE _____ PAYMENT RECEIVED _____

DEPOSIT CHECK # _____ DEPOSIT RETURNED _____



BOYCE MAYVIEW PAVILION
1551 Mayview Road, Upper St. Clair, PA 15241
RENTAL AGREEMENT

AMENITIES, FEES, RULES AND REGULATIONS

1. **POSITIVELY NO ALCOHOLIC BEVERAGES ON TOWNSHIP PROPERTIES.**
2. **This pavilion IS NOT the one in front of the playground. It is the one the other side of the park.**
3. **FEES** – Checks payable to USC Recreation. \$75 rental fee for the day and separate check for \$300 security deposit. \$25 per hour per person labor costs plus materials for any damages. Cancellation must be done within 48 hours of reservation and will be subject to a \$5 service fee. If your check is returned by the bank unpaid, a \$40 service fee will be added to your reservation.
4. **ADDRESS** – 1551 Mayview Road, Upper St. Clair, PA 15241
5. **HOURS** – Dawn to Dusk
6. **NATURE OF EVENT** – Special events, such as birthday parties, wedding receptions, showers, pasta dinners, etc. should clearly be stated on application.
7. **RESTROOMS** – The Boyce Mayview Pavilion **does not** have restrooms connected to the building. There are composting toilet located catty-corner (to the left of the pavilion. If you stand with your back to the homes, walk to the left on the pathway around the bank of the tree. Once you are past the trees, the restroom facility is to the right. The building is unlocked and it is the renter's responsibility to bring their own supplies such as, toilet paper, hand sanitizer, and paper towels. You may also use the Community & Recreation Center restrooms or the bathrooms located at the concession stand or the Miracle Field as long as they are unlocked.
8. **ADMISSION FEES** – The renter is prohibited from collecting an admission fees for any purpose. Fundraiser events of any kind are also prohibited.
9. **CARS** – All cars must be parked in the parking lot. Please do not park in the grass.
10. **TRASH** – The renter must provide their own garbage bag and securing/closing trash bags at the end of the function. The renter is not responsible for removing trash. *This will be handled by the Public Works Department the next business day.*
11. **FIRE REGULATIONS** – No smoking, open flames – including open grills, candles, etc.
12. **PICNIC TABLES** – Please do not move the tables into the grass. Please bring table covers as this is an outdoor rental. **Additional tents are not permitted. Tables and chairs from a rental company are not permitted.**
13. **LIGHTS** – The lights are on a timer set by the township.
14. **CONDUCT** – The renter is solely responsible for their guests and must conduct their event in an orderly fashion and in full compliance with any borough rules, regulations, policies and ordinances.
15. **DECORATIONS & SIGNAGE** – Party decorations, crepe paper, signs or posters may only be attached to the walls and beams in a manner that causes no holes, marks or leaves any remnants. All decorations and signage must be removed immediately following your event.
16. **ENTERTAINMENT** – Additional tents, pony rides, game trucks, bouncy houses **are not permitted**. DJ's, loudspeakers, amplifiers or other means of sound amplifications are not permitted.
17. **DAMAGES** – Please report any damages or abnormal conditions to Tara Fox at 412.221.1099 ext. 656 or fox@twpusc.org.
18. The Township of Upper St. Clair reserves the right to amend these policies and fees at any time and renters should be bound by the policies in effect at the time of the event.
19. **FUNDRAISING** is not permitted.
20. **Any questions, please contact Tara Fox at 412.221.1099 ext. 656 or fox@twpusc.org.**

APPLICANTS SIGNATURE _____ DATE _____