

McLAUGHLIN RUN ACTIVITY CENTER
1770 McLAUGHLIN RUN ROAD
USAGE CONDITIONS AND FORMS

Prior to making application for usage of the McLaughlin Run Activity Center, 1770 McLaughlin Run Road, please read the following information. All groups must observe the following:

1. **POSITIVELY NO ALCOHOLIC BEVERAGES ON TOWNSHIP PROPERTIES.**
2. ****NEW.... All reservations and payments must be made by the resident and checks must include resident's name and address.****
3. Special events such as birthday parties, wedding receptions, showers, special dinners, etc. should be clearly stated on the application.
4. The rental fee is \$75. Also a \$300 security deposit is required for all parties. Money will be withheld for circumstances such as the re-leveling of the pool table, damages to windows, bathroom fixtures, walls, ceiling tiles, appliances, lights, carpet cleaning or excessive uncleanliness. Costs for these items are based upon \$20 per hour per person labor costs plus materials. Checks should be made payable to USC Recreation.
5. No signs should be stapled or attached to the McLaughlin Run Activity Center building or the building sign. In the event that your group's function/activity requires signs to be posted outdoors at the requested facility, you must check with the Community Development Department for code requirements for signs.

Interior party decorations, crepe paper, signs or posters may only be attached to walls and ceilings in a manner that causes no holes, marks or leaves any remnants. *Please use only painter's tape or sticky-tac, and remove when you cleanup.* Any cleanup, repairs, or touch up painting costs may be deducted from the security deposit. Additional tents, pony rides, bouncy houses, games trucks, etc. are not permitted.
6. No food or drink allowed in the Game Room area.
7. All fire regulations for the McLaughlin Run Activity Center must be observed including:
 - Keeping exits clear at all times.
 - **No smoke (fog) machines are permitted due to the sensitivity of the smoke alarm system at the McLaughlin Run Activity Center.**
 - No smoking.
 - Room capacity/maximum occupancies.
 - A person shall not use or allow to be used any open flame – including open grills, burning candle or candles without obtaining approval from the Deputy Fire Marshall.
 - The existing fireplace in the McLaughlin Run Activity Center is not functional.
8. Fire Pit usage needs to be approved by the Fire Marshall. The application and separate \$10 payment (cash or check make payable to Township of USC) need to be submitted no later than two (2) weeks before the party. Please contact Tara Fox for the application.
9. Report damages or abnormal conditions to the Police Department prior to your usage.
10. Piano is not to be used.

11. The pool table in the McLaughlin Run Activity Center is not to be moved. Permit holder will be responsible for all costs to re-level the table if violated.
12. Persons using the McLaughlin Run Activity Center are responsible for:
 - Obtaining and returning keys to the Police Department.
 - Providing their own garbage bags and securing and removing trash to outdoor receptacles after function.
 - Table set-up is the responsibility of the renter.
 - Leaving the facility in a clean and orderly fashion.
 - Properly operating any equipment, and using it for intended purposes only.**
 - Shutting off all lights and security facility when leaving.
 - All cars being parked in parking lot. (Cars should never be parked in front of the McLaughlin Activity Center – this is a fire lane.)

13. **Directions for commercial range:

PLEASE DO NOT PLACE FLAMMABLE ITEMS ON THE GAS STOVE.

The exhaust fan must on anytime that the stove or oven is used. The fan removes excess heat. The controls for the fan are located on the wall by the hand washing sink. The two switches for the fan hood lights are located on the wall to the right of the stove.

Usage of the stove without the fan on will activate the automatic fire suppression system causing it to discharge from the hood and over the stove. Please turn fan off after cooking is completed. If you have any questions concerning usage and/or equipment, please ask prior to issuance of permit.

13. Refunds will be issued for reservations canceled no later than 48 hours prior to the scheduled date. There will be a \$5.00 service charge on all cancellations. No refunds will be given for cancellations made later than 48 hours before the scheduled date. Security deposit checks will be returned within 2 weeks, if there are no damages to the property.
14. After applicant has reviewed and fully understands this information, please complete application for usage.

THE FOLLOWING ARE MAXIMUM OCCUPANCIES FOR THE FACILITIES:

McLAUGHLIN RUN ACTIVITY CENTER	96 PERSONS
McLAUGHLIN RUN ACTIVITY CENTER GAME ROOM	54 PERSONS

**BOYCE MAYVIEW PAVILION
1551 MAYVIEW ROAD
USAGE CONDITIONS AND FORMS**

Prior to making application for usage of the Boyce Mayview Pavilion, please read the following information. All groups must observe the following:

1. POSITIVELY NO ALCOHOLIC BEVERAGES ON TOWNSHIP PROPERTIES.

2. Special events such as birthday parties, wedding receptions, showers, special dinners, etc. should be clearly stated on the application.
3. The rental fee is \$75. Also a \$300 security deposit is required for all parties. Money will be withheld for circumstances such damage to picnic tables, electrical outlets, walls or excessive uncleanliness. Costs for these items are based on a \$20 per hour per person labor costs plus materials. Checks should be payable to USC Recreation.
4. No signs should be stapled or attached to the Boyce Mavyview Pavilion. In the event that your group's function/activity requires signs to be posted outdoors at the requested facility, you must check with the Community Development Department for code requirements for signs.

Party decorations, crepe paper, signs or posters may only be attached to walls and beams in a manner that causes no holes, marks or leaves any remnants. Any cleanup, repairs, or touch up painting costs may be deducted from the security deposit.

5. Additional tents, DJ's, pony rides, bouncy houses, game trucks, etc. are not permitted.
6. Loudspeakers, amplifiers or other means of sound amplifications are not permitted.
7. All fire regulations for the Pavilion must be observed included:
 - No smoking.
 - A person shall not use or allow to be used any open flames – including open grills, burning candle or candles.
8. Report damages or abnormal conditions to the Police Department prior to your usage.
9. Persons using the Boyce Mayview Pavilion are responsible for:
 - Providing garbage bags 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.
 - Leaving the facility in a clean and orderly fashion.
 - Properly utilizing electrical outlets for intended purposes only.
10. The pavilion does not have restrooms, but composting toilets are 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 trees. Once you are past the bank of trees, the restroom facility is to the right. The composting toilets are unlocked; it is recommended that you bring toilet paper, paper towels and sanitizer for hands.
11. 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. No refunds will be given for cancellations made later than 48 hours before the scheduled date.
12. After applicant has reviewed and fully understands this information, please complete application for usage.

TOWNSHIP OF UPPER ST. CLAIR
1820 McLAUGHLIN RUN ROAD
UPPER ST. CLAIR, PA 15241

Township Facility Usage Request

DATE OF APPLICATION _____

NAME OF RESIDENT _____

ORGANIZATION (e.g. USC Boy/Girl Scouts, USCAA) _____

ADDRESS _____

PHONE _____ EMAIL _____

PURPOSE OF REQUEST _____

- McLAUGHLIN RUN ACTIVITY CENTER
- BOYCE MAYVIEW PAVILION
- FIELD REQUESTED _____

ESTIMATED ATTENDANCE _____ APPROXIMATE AGE OF GROUP _____

DATE(S) AND TIME(S) _____
(Please include set up and tear down)

For usage of the *McLaughlin Run Activity Center Kitchen*, please complete the form on the back.

Please read condition of usage attached before signing the application. By signing the application, you agree to all conditions of use and assume responsibility for the facility / field while permit is in effect.

****NEW.... All reservations and payments must be made by the resident and checks must include resident's name and address.****

All permits are subject to cancellation in the event of township recreation programming or township related business.

Please complete this form and return to the township recreation office no later than 2 (two) weeks after reservation is made.

SIGNATURE

OFFICE OF ORGANIZATION

TOWNSHIP APPROVAL _____ DATE _____ FEE \$ _____

McLAUGHLIN RUN ACTIVITY CENTER KITCHEN USAGE FORM

Only to be completed if usage of the kitchen is being requested.

Equipment Usage Requested:

- Microwave Oven
- Regular Oven
- Refrigerator
- Stove

I assume full responsibility for the kitchen usage and will leave it in the same condition as when entered.

SIGNATURE

OFFICE OF ORGANIZATION