



TOWNSHIP OF UPPER ST. CLAIR
RECREATION & LEISURE SERVICES

McLAUGHLIN RUN ACTIVITY CENTER (MAC)
1770 McLaughlin Run Road, Upper St. Clair, PA 15241
RENTAL AGREEMENT
for USC Residents Only

RESIDENT'S NAME _____

ADDRESS _____

PREFERRED PHONE NUMBER _____

EMAIL _____

EVENT DATE _____ START TIME _____ END TIME _____

NATURE OF EVENT _____

Application and Form of Payment must in USC Resident's Name

I have read and understand the Township of Upper St. Clair – McLaughlin Run Activity Center (MAC) 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 of the McLaughlin Run Activity Center (MAC) 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 \$10 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 _____

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McLAUGHLIN RUN ACTIVITY CENTER (MAC)
1770 McLaughlin Run Road, Upper St. Clair, PA 15241
RENTAL AGREEMENT *for USC Residents Only*

AMENITIES and FEES

- **Full use of the MAC** – WiFi, TV, kitchen, both sides of the building, bathrooms, tables, and a gas fireplace insert. The kitchen includes refrigerator, freezer, stove and microwave. Three (3) High Chairs and (2) Booster Seats are also available. **PLEASE BRING YOUR OWN HDMI CORD AND COMPUTER!** The pavilion in the back of the building and the volleyball court are available to the renter and guests.

- **WiFi – PASSWORD -**

**Please note that password may have changed, please look for sticker on the TV, the laminated sheet of paper, or inside the envelope where the key is with updated password.*

- *The building is under surveillance at all times and is monitored by the USC Police Department.*
- *There is a video of the updates at <http://www.twpusc.org/crc/facility-rentals>*
- **FIRE CIRCLE** – The Fire Circle needs to be approved by the Fire Marshall. The application and \$10 fee (cash or check made payable to the Twp. of USC) need to be submitted no later than two (2) weeks before the party. Please contact Tara Fox for the application – fox@twpusc.org.
- **(RESIDENT ONLY) FEES** – Checks payable to USC Recreation. The deposit check may be withheld for circumstances such as re-leveling of the pool table, damages to windows, bathroom fixtures, walls, ceiling tiles, appliances, lights, or excessive uncleanliness. \$35 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 \$10 service fee. If your check is returned by the bank unpaid, a \$50 service fee will be added to your reservation.
 - **PARTY RENTALS** - \$250 for the day and separate check for \$300 security deposit.
 - **TOWNSHIP/SCHOOL DISTRICT ORGANIZATIONS** (including, but not limited to: Boy/Girl Scouts, USC sports pasta dinners, Odyssey of the Mind, homeowners' associations meetings, etc.) require \$100 security deposit.
- **QUESTIONS?** – Please call Tara Fox at 412.221.1099 ext. 656 or fox@twpusc.org.

Maximum Occupancy

McLaughlin Run Activity Center Room A - 96 McLaughlin Run Activity Center Room B - 54

CLEANING

1. Bring your own cleaning supplies and trash bags.
2. Remove all debris, table coverings and tape from tables. **Nothing is to be affixed to the walls or ceilings - including nails, tacks, tape, and staples.**
3. Reset the tables according to the diagram.
4. Clean spills and crumbs off the tables, chairs and the floors.
5. Empty all trash cans and put them in the dumpster near the concession stand.

RULES AND REGULATIONS

1. **POSITIVELY NO ALCOHOLIC BEVERAGES ON TOWNSHIP PROPERTIES.**
2. **ADDRESS** – 1770 McLaughlin Run Road, Upper St. Clair, PA 15241
3. **NATURE OF EVENT** – Special events, such as birthday parties, wedding receptions, showers, pasta dinners, etc. should clearly be stated on application.
4. **KEYS, REMOTE for TV** – The Permit Holder must obtain and return the keys and remote to the Police Department.
5. **ADMISSION FEES** – The renter is prohibited from collecting an admission fees for any purpose. Fundraiser events of any kind are prohibited.
6. **CARS** – All cars must be parked in the parking lot. **Cars should never be parked in front of the MAC – this is a fire lane.**
7. **TRASH** – The renter must provide their own garbage bags and take all garbage to the green dumpster on the side of the building and leave the facility in a clean and orderly fashion. Please empty the refrigerator as well.
8. **TABLES AND CHAIRS** – Table set-up is the responsibility of the renter. The renter can rearrange the tables and chairs the way they wish (as long as exits are not blocked), but please return them the way they were you entered the facility. There are 25 tables and 72 chairs.; the standard rectangular size tablecloths will cover the tables. **Renting of additional tables and chairs is not permitted due to township fire code.** **Maximum Occupancy Room A is 96 and Room B is 54 – includes standing room.** *(Additional tables and chairs are located in Storage Room B)*
9. **DECORATIONS & SIGNAGE** – All decorations are restricted to the tables and/or must be freestanding. **Nothing is to be affixed to the walls or ceilings - including nails, tacks, tape, and staples.** All decorations and signage must be removed immediately following your event. Signs should not be stapled or attached to the inside or outside of the building. Please no glitter.
10. **FIREPLACE INSERT** – This is a gas fireplace insert and can be used by the renter. The switch to turn on the fireplace is to the left. It can be set in one (1) hour increments. Please turn off before you leave.
11. **LIGHTS** – Please shut off all lights and secure the facility when leaving. The lights in the main rooms are censored.
12. **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.
13. **FOG MACHINES** – Use of fog machines, smoke machines and similar devices are prohibited.
14. **SMOKING** – No smoking inside the building, including restrooms.
15. **FIRE REGULATIONS** – Keeping exits clear at all times and room capacity/maximum occupancies. A person shall not use or be allowed to use any open flame – including open grills, candles, etc. Birthday candles and gas grills are permitted. **Maximum Occupancy Room A is 96 and Room B is 54.**
16. **ENTERTAINMENT** – Additional tents, petting zoo, pony rides, game trucks, bouncy houses, DJ's, etc. are not permitted. **FUNDRAISING IS NOT PERMITTED.**
17. **DAMAGES** – Please report any damages or abnormal conditions to the Police Department.
18. **POOL TABLE** – The pool table is not to be moved. Permit Holder will be responsible for all costs to re-level the table if violated. **(THE POOL TABLE HAS BEEN TEMPORARILY REMOVED FOR REPAIRS).**
19. **KITCHEN** – Properly operate any equipment and use it for intended purposes only. Please empty the refrigerator as well. Cutting of food directly on counters without the use of a cutting board is strictly prohibited. Directions for commercial range:
 - **PLEASE DO NOT PLACE FLAMMABLE ITEMS ON THE GAS STOVE.**
 - The exhaust fan must be 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 complete.
20. 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.
21. Under the Code of the Township of Upper St. Clair, all parks and playground areas are governed by Chapter 93, Sections 93-1, 93-2, 93-3 which is available for review at the Municipal Building. It is also available at the website at www.twpusc.org.
22. Any questions, please contact Tara Fox at 412.221.1099 ext. 656 or fox@twpusc.org.
23. **PLEASE BRING YOUR OWN HDMI AND COMPUTER CORD!!**

APPLICANTS SIGNATURE _____ DATE _____