



Rental organizers and guests must follow the established Community & Recreation Center Code of Conduct and Facility Policies and Procedures. Violations of such regulations or misrepresentation of use may be cause for immediate cancellation of the rental without a refund. In addition, these guidelines must be followed:

1. Rental organizer must bring a copy of the Rental Agreement and be present during the entire event, including setup and teardown.
2. Rental organizer must provide setup details and/or special requests on the Facility Rental Request Form. If no information is provided, the rental organizer is responsible for the safe and practical setup of the rented area.
3. Aquatic Party Room renters may not, under any circumstance, change the layout of the room, add additional seating or tables, or exceed the room capacity.
4. A guest list must be provided, no later than three (3) days in advance, to the Facility Rentals Coordinator. For events larger than 50 people and/or all after hours events, a representative of the group shall be available to assist with admittance.
5. It is the renter's responsibility to supervise all guests, including restricting guests to authorized areas only. The rental organizer is held liable for their group's actions, including any damages or losses caused during rental of the facility.
6. The rental organizer is responsible for instructing rental guests to the main entrance. He/she will also monitor access through these doors to ensure there are no unauthorized entries. Community room rental guests must be directed to the facility main entrance. Access may not be granted by side or patio doors.
7. Use will be restricted to the terms of the Rental Agreement including the area reserved, start and end times, intended activity, etc.
8. Rentals shall not infringe or restrict the use of the other facilities in the Community & Recreation Center.
9. No alcohol is permitted in the facility or on its grounds.
10. Smoking, use of other tobacco products, and open flames, including candles, are prohibited.
11. No electrical appliances are allowed without prior approval.

12. Appropriate guest dress is required while using the facility.
13. All furniture, equipment, decorations, and other needs shall be detailed in the Facility Rental Request Form and approved in advance.
14. Decorations shall not be attached to the walls, ceilings, or sprinkler systems. Decorations shall not alter or damage any surfaces. No rice, confetti, or straw shall be used in or around the facility.
15. Rental activities shall keep noise at a reasonable level, so as not to disturb or interfere with facility operations.
16. Only music suitable for a public facility will be permitted (by judgment of the Manager on duty). The volume is subject to the control of the manager on duty.
17. Any material (posters, pamphlets, etc.) containing advertising must first be approved before distribution.
18. If additional equipment is needed for the rental event (tables, chairs, etc.), the rental organizer is responsible for making arrangements for rental of these items once they have been approved by facility management.
19. All fire regulations for the Township of Upper St. Clair facility rentals must be observed including:
 - a. Keep all exits clear at all times
 - b. No smoke machines are permitted due to the sensitivity of the smoke alarms
 - c. No smoking
 - d. Room capacity/maximum occupancies
 - e. A person shall not use any open flame (birthday candles may be used with prior approval)

Food and Catering Policy

In an effort to meet the needs of our patrons, the Community & Recreation Center has approved the following food and catering methods:

- Food and non-alcoholic drinks may be provided and served by a licensed caterer. Contract must be completed by the catering company as well as additional deposit required.
- Patrons may bring in their own food and drinks. The Community & Recreation Center does not accept responsibility for any dishes, cookware, etc. that are brought in.

- Patrons are encouraged to view the rental areas for electric accessibility. Please fill in the detailed area on the Facility Rental Request form.
- Food is restricted to certain areas of the facility. Spill-proof, unbreakable water bottles are the only exception.
- Accidental spills and stains should be reported immediately to the staff to arrange for cleanup.
- Exceptions to this policy must be approved by the Facility Rentals Coordinator prior to the rental event.