

**MUNICIPAL COMMUNITY CENTER ROOMS AND RECREATION CENTER
USAGE CONDITIONS AND FORMS**

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Prior to making application for usage of the Library Multi-Purpose Room, Municipal Community Center Rooms or Recreation Center, 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. A \$300.00 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 a \$20.00 per hour per person labor cost plus materials.
4. No signs should be stapled or attached to the Recreation Building or the Recreation Center 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. Any cleanup, repairs, or touch up painting cost may be deducted from the security deposit.

5. Recreation Center - No food or drink allowed in game room area.
6. All fire regulations for the Municipal Community Center Rooms and Recreation Center must be observed including:
 - Keeping exits clear at all times.
 - **No smoke machines are permitted due to the sensitivity of the smoke alarm system at the Recreation Center.**
 - No smoking.
 - Room capacity/maximum occupancies.
 - A person shall not use or allow to be used any open flame, burning candle or candles without obtaining approval from the Deputy Fire Marshall.
 - The existing fireplace in the Recreation Center facility is not functional.
7. Report damages or abnormal conditions to the Police Department prior to your usage.

8. Persons using the Municipal Community Center or Recreation Center are responsible for:
 - A. Obtaining and **returning** keys to Police Department.
 - B. Providing their own garbage bags and securing and removing trash to outdoor receptacles after function.
 - C. Leaving the facility in a clean and orderly fashion.
 - D. Properly operating any equipment, and using it for intended purpose only.**
 - E. Shutting off all lights and securing facility when leaving.
 - F. All cars being parked in parking lot. (Cars should never be parked in front of the Recreation Center - this is a fire lane.)

9. **Directions for commercial range:

PLEASE DO NOT PLACE FLAMMABLE ITEMS ON THE GAS STOVE

The exhaust fan must be on anytime that the stove is used. The fan removes excess heat.

Usage of the stove without the fan on will activate the automatic fire suppression system causing it to discharge within the hood and over the stove. The two switches for the fan and hood lights are located on the wall to the right of 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.

10. Piano is NOT to be used.
11. The pool table in the Recreation Center is NOT to be moved. Permit holder will be responsible for all costs to re-level table if this is violated.
12. 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.
13. After applicant has reviewed and fully understands this information, please complete application for usage.

THE FOLLOWING ARE MAXIMUM OCCUPANCIES FOR THE FACILITIES:

COMMUNITY CENTER - MULTI-PURPOSE ROOM #1	90 PERSONS
RECREATION CENTER	96 PERSONS
RECREATION CENTER GAME ROOM	54 PERSONS
LIBRARY MULTI-PURPOSE ROOM	82 PERSONS

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

Township Facility Usage Request

DATE OF APPLICATION _____

ORGANIZATION NAME _____

ORGANIZATION REPRESENTATIVE _____

ADDRESS _____ PHONE _____

PURPOSE OF REQUEST _____

BUILDING/ROOM REQUESTED _____

PARK REQUESTED _____

FIELD REQUESTED _____

ESTIMATED ATTENDANCE _____ APPROXIMATE AGE OF GROUP _____

DATE _____ DAY _____ TIME _____

SPECIAL NEEDS: (PODIUM, SCREEN, ETC.) _____

FOR USAGE OF THE COMMUNITY CENTER MULTI-PURPOSE ROOM #1 OR RECREATION CENTER KITCHEN, PLEASE COMPLETE THE KITCHEN FORM ON THE BACK.

PLEASE READ CONDITION OF USAGE ATTACHED, BEFORE SIGNING THE APPLICATION. BY THE SIGNING OF THIS APPLICATION, YOU AGREE TO ALL CONDITIONS OF USE AND ASSUME RESPONSIBILITY FOR THE FACILITY/FIELD WHILE PERMIT IS IN EFFECT.

ALL PERMITS ARE SUBJECT TO CANCELLATION IN THE EVENT OF TOWNSHIP RECREATION PROGRAMMING OR TOWNSHIP RELATED BUSINESS.

SIGNATURE

OFFICE OF ORGANIZATION

TOWNSHIP APPROVAL _____ DATE _____

FEE \$ _____

PLEASE COMPLETE THIS FORM AND RETURN TO THE TOWNSHIP RECREATION OFFICE NO LATER THAN TWO WEEKS AFTER RESERVATION IS MADE.

KITCHEN USAGE FORM

ONLY TO BE COMPLETED IF USAGE OF THE KITCHEN IS BEING REQUESTED

Please check appropriate box for kitchen requested:

- Municipal Community Center Multi-Purpose Room #1
- Recreation Center

Equipment Usage Requested: (please check)

microwave oven _____ (Recreation Center Only)
regular oven _____
refrigerator _____
stove _____

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

Signature