USC FOUNDED 1788 | MCLAUGHLIN RUN ACTIVITY CENTER

2027 RENTAL AGREEMENT

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 be in USC Resident's Name
Permit holder must take the permit and driver's license to the police station to obtain the key.

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 is no damage to the property.

Return form and payments-(rental fee check and a separate $300 security deposit check made out to USC Recreation):

- **Mail to:** USC Township Building, 1820 McLaughlin Run Road, Upper St. Clair, PA 15241 (Attn: MAC Rentals)
- **In-Person Drop Off:** Community & Recreation Center at Boyce Mayview Park, 1551 Mayview Road, Upper St Clair, PA 15241 **(No drop-offs will be accepted at the Township Building.)**

FOR OFFICE USE ONLY

PERMIT # _____ DATE _____ PAYMENT RECEIVED/CHECK # _____

DEPOSIT CHECK # _____ DEPOSIT RETURNED _____

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RULES AND REGULATIONS

MAXIMUM OCCUPANCY: Room A: 96, Room B: 54 **HOURS:** 9am-11:30pm

Address and parking:

- 1770 McLaughlin Run Road, Upper St. Clair, PA 15241
- All vehicles must be parked in the parking lot. No vehicles should be parked in front of the MAC, as that area is a fire lane.

The following are NOT permitted:

- Alcoholic beverages
- Admission fees for any purpose
- Fundraising of any kind for any purpose
- Affixing decorations or signage to walls or ceilings inside or outside **in any way** (table decor or freestanding decor is permitted)
- Use of fog machines, smoke machines, or similar devices
- Smoking inside the building, including restrooms
- Additional tents, petting zoos, pony rides, game trucks, bouncy houses, DJs, etc.
- Cutting food directly on counters without a cutting board
- Items with an open flame such as grills, candles, etc. Birthday candles and gas grills are permitted.

Renter is responsible for:

- Clearly stating the nature of the event (birthday party, wedding reception, shower, pasta dinner, etc.) on the application.
- Appropriate conduct of everyone attending the event. Event must be conducted in an orderly fashion and in full compliance with any Township rules, regulations, policies, and ordinances.
- Obtaining and returning the keys and TV remote control from/to the Police Department.
- Reporting any damages or abnormal conditions to the Police Department.
- Keeping all exits clear and adhering to room capacity/maximum occupancy limits. (See top of page.)
- Arranging tables and chairs so that exits are not blocked, and returning them to the required standard arrangement post-event. (See sheet posted in the facility and enclosed.)
- Properly operating kitchen equipment and using it for intended purposes only.
- Cleaning spills and crumbs off tables, chairs, floors, and counters.
- Emptying the refrigerator at the end of the event.
- Removing all decorations and signage immediately following the event.
- Turning off the fireplace immediately following the event.
- Turning off all lights and securing the facility before leaving. (The lights in the main room are on sensors.)
- Emptying all trash and placing it in the dumpster outside.

Suggested Items to bring:

- Trash bags
- Cleaning supplies
- Table decor, 54"x108" rectangle table cloths
- Paper products (plates, cups, utensils, napkins, paper towels, serving wear)
- **Laptop with charger and HDMI cord** (if connecting to the TV)

Applicant's Signature _____ **Date** _____

McLaughlin Run Activity Center

AMENITIES AND FEES

USC RESIDENTS ONLY

The McLaughlin Run Activity Center is under 24-hour surveillance and is monitored by the USC Police Department.

To access the facility, the permit holder must take permit and ID to the Police Department to obtain the key. Key access begins at the time indicated on the permit. Key must be returned to the Police Department immediately after the event.

Items provided:

- WiFi: WiFi Password will be on a sticker on the TV, the laminated sheet of paper in the kitchen, or inside the key envelope. You must bring your own computer and HDMI cord.
- TV (for connecting to devices via HDMI)
- Full use of the kitchen including refrigerator, gas range and microwave.
  - Please do not place flammable items on the gas range.
  - The exhaust fan **must** be on during use of range for removal of excess heat. Use of the range without the fan on will activate the automatic fire suppression system causing it to discharge from the hood and over the range. The fan controls are located on the wall near the hand washing sink. The two (2) switches for the range hood lights are located on the wall to the right of the range. Please turn off fan after cooking is complete.
- Three (3) highchairs and two (2) booster seats
- 25 tables, 72 chairs (Renting of additional tables/chairs is not permitted per Township fire code.) Tables/chairs not already set up in the room are located in Storage Room B.
- Gas fireplace insert (switch is to the left of the fireplace). The fireplace may be set in one (1) hour increments.
- Pavilion (behind building)
- Volleyball court (behind building)
- Fire Circle **(for an additional fee and requires a separate rental application)** Application must be approved by the Fire Marshall and be submitted no later than two (2) weeks before the event. Contact Gail Hoppe (hoppe@twpusc.org) for an application.

(RESIDENTS ONLY) Fees:

- Party Rentals: Monday-Thursday: $300, Friday-Sunday: $350. A separate $300 security deposit check is required (cashed only if there is damage to the facility due to the event). All checks should be made payable to USC Recreation.
- Township/School District Organizations (including but not limited to Boy/Girl Scouts, USC sports pasta dinners, Odyssey of the Mind, homeowners' associations meeting, etc.): One (1) free rental per season regardless of event with $100 security deposit.

The deposit check may be withheld for circumstances such as damages to windows, bathroom fixtures, walls, ceiling tiles, appliances, lights, or excessive uncleanliness. Damages will incur a $35/hour per person labor cost 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.

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. 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**.

Please contact Gail Hoppe with any questions at 412-221-1099 ext. 6560, or hoppe@twpusc.org.