USC FOUNDED 1788 | BOYCE MAYVIEW PAVILION

AMENITIES, FEES, RULES AND REGULATIONS

Address and parking:

- 1551 Mayview Road, Upper St. Clair, PA 15241 (This is the pavilion on the other side of Boyce Mayview Park, near the Learning Lab and trails.)
- All vehicles must be parked in the parking lot. No vehicles should be parked in the grass.

Hours & Amenities:

- Boyce Mayview Park hours are Dawn to Dusk, pavilion hours are 9am-Dusk
- Restrooms: connected to the building. *May not be available October through March due to weather.*
- Electricity: multiple outlets are available along the back wall and on beams.
- Water fountain
- Eight (8) large picnic tables with attached benches
- Lights are on a timer set by the Township

Fees:

- Monday-Thursday: $150, Friday-Sunday: $250. A separate $300 security deposit check is required (cashed only if there is damage to the facility due to the event). $25/hour per person labor cost plus materials for any damages. All checks should be made payable to USC Recreation.
- Cancellation: must be at least 48 hours in advance and will be subject to a $5 service fee. If your check is returned by the bank unpaid, you will incur an additional $40 service fee added to your reservation.

Renter is responsible for:

- Clearly stating the nature of the event (birthday party, wedding reception, reunion, 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.
- Reporting any damages or abnormal conditions to Gail Hoppe at 412-221-1099 ext. 6560 or hoppe@twpusc.org
- Removing all decorations and signage immediately following the event.
- Closing and securing trash bags at the end of the event. (Public Works will remove trash the next business day.)

The following are NOT permitted:

- Alcoholic beverages
- Smoking or open flames including open grills, candles, etc.
- Admission fees or fundraising of any kind for any purpose
- Affixing decorations or signage to walls or beams that causes holes, marks or leaves remnants
- Additional tents, petting zoos, pony rides, game trucks, bouncy houses, DJs, amplifiers, loud speakers, etc.
- Anything that requires stakes in the ground (volleyball or badminton nets)
- Moving picnic tables into the grass
- Additional tables/chairs from a rental company

Things to bring:

- Trash bags (Lawn & Leaf bags or larger)
- Cleaning supplies (this is an outdoor rental)
- Table coverings

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.

Applicant's Signature _____ **Date** _____

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2027 RENTAL AGREEMENT

RENTER'S NAME _____

ADDRESS _____

PREFERRED PHONE NUMBER _____

EMAIL _____

EVENT DATE _____ START TIME _____ END TIME _____

NATURE OF EVENT _____

I have read and understand the Township of Upper St. Clair – Boyce Mayview Pavilion 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 Boyce Mayview Pavilion 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 $5 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 payment (rental fee check and a separate $300 security deposit check made payable to USC Recreation):

- **Mail to:** USC Township Building, 1820 McLaughlin Run Road, Upper St. Clair, PA 15241, Attn: Boyce Mayview Pavilion 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 _____