

# Marshall Township Municipal Recreation Center

## Policies Governing Rentals and Use

### Section 1      **Reservation Policy**

- A. Parks and Recreation Department will not permit any rentals until after we have completed our program schedules for the next season. Renters interested in renting a room from June through August will not be able to get a reservation until the beginning of March, after our summer recreation brochure is finished and at the printer. Each of our seasons works the same way. Rental requests from September through March will not be accepted until our fall recreation brochure is complete and at the printers.
- B. The signing of the Rental Agreement and payment of the required fee and deposit guarantees the reservation of the date and time of the event as set for in the Rental Agreement. (\*\* See Attached Municipal Facility Rental Room Rates Form) Checks are payable to Marshall Township, 525 Pleasant Hill Road, Suite 100, Wexford, PA 15090.
- C. Facilities are only available for rental by Marshall Township residents or resident organizations for non-business purposes only.
- D. Rooms shall not be scheduled in such a manner as to become the regular place of operation/activity for a renter. Long-term storage between scheduled rentals shall not be provided.
- E. Any question as to eligibility for rental in accordance with these policies shall be determined by the Marshall Township Parks and Recreation Director.

### Section 2      **Required Documents for Rental**

- A. Due a minimum of (30) calendar days before use:
- Proof of Marshall Township Residency (drivers license or voter registration card)
  - A completed Facility Use Application
  - Rental Payment and Security Deposit
  - Indemnification Statement
  - Certificate of Liability Insurance (*If required*)
  - Diagram for set-up (*If needed*)
  - Security Deposit of \$200

### Section 3      **Rental fees are set forth in Appendix A.**

### Section 4      **Security Deposit**

A \$200 security deposit must be submitted thirty (30) days prior to the event. This must be a separate check from the rental fee. The Renter assumes all financial responsibility for any damage or loss to the facility rented. All rental parties are expected to leave the building and grounds clean and free of debris. Upon satisfactory inspection of the facility by the designated representative of the Township, the total amount will be refunded within one week of the event date. If the facility is found to be in an unsatisfactory condition, or if any damage has occurred, the renter will forfeit the entire amount of the damage deposit. If the costs involved with clean-up or repair of the decorations or signage exceed the amount of the security deposit, then the renter will be billed and responsible for paying for these additional expenses. The renter and his/her immediate family will not be permitted to rent further Marshall Township facilities nor participate in Marshall Township Parks & Recreation programs until all expenses are paid in full.

## **Section 5 Rules and Regulations**

Northern Regional Police Officers shall strictly enforce the Pennsylvania Motor Vehicle Code, the Pennsylvania Crime Codes and any and all other legislative or municipal enactments concerning and relating to the use and enjoyment of the Marshall Township Municipal Center.

- A. Use of the Marshall Township Municipal Center and all associated facilities for the approved function shall be restricted to the areas identified on the approved Facility Use Application.
- B. The nature of the function and any related activity are limited to the events described in the Facility Use Application. Any event beyond that selection will be subject to additional fees or eviction from the facility.
- C. The renter and his/her guests, invitees and members stand as licensees in respect to Marshall Township.
- D. The renter and his/her guests, invitees and members must adhere to the posted room capacity/maximum occupancy limits or, if not posted, the total number expected as defined on the Facility Use Application for all facilities associated with the Marshall Township Municipal Center.
- E. The renter must be at least 21 years old.
- F. There shall be no public meetings or assemblages in the aforementioned facilities available for rental without a permit.
- G. The renter may be required to coordinate and/or pay for traffic control and security with the Northern Regional Police in the event that the number of expected guests exceeds 100.
- H. Electrical amplification equipment is ONLY permitted with written permission of the Marshall Township Parks and Recreation Director.

## **Section 6 Decoration and Signage**

- A. All decorations must be restricted to the tables and/or be free- standing. Nothing may be affixed to walls or ceilings.
- B. NO throwing or dispensing of confetti, artificial petals, rice, and glitter, unnatural and/or non-biodegradable substances in or on the grounds or releasing of animals or birds is permitted in the Marshall Township Municipal Center.
- C. NO helium balloons without written permission of the Marshall Township Parks & Recreation Director.
- D. Water balloons are not permitted inside the Marshall Township Municipal Center. If water balloons are used by shelters or on the grounds of the Center, all remains must be picked up. Failure to do so will result in a partial or full forfeiture of the damage deposit. Balloons are hazardous to young children and animals.
- E. Candles must be approved by the Parks & Recreation Director and enclosed.
- F. In the event that the function requires signage, a designated representative of Marshall Township must approve all signage.
- G. All decoration and signage must be removed immediately following the event.
- H. The renter is responsible for clean up and removal of all decorations and signage and any damage that results from the decorations/signage or the decorations/signage set-up and/or removal. If the renter fails to comply with the aforementioned policies they will forfeit all or part of their damage deposit. If the costs involved with clean-up or repair of the decorations or signage exceed the amount of the damage deposit, then the renter will be billed and responsible for paying for these additional expenses. The renter and his/her immediate family will not be permitted to rent further Marshall Township facilities nor participate in Marshall Township Parks & Recreation programs until all expenses are paid in full.
- I. ONLY tape may be used to secure tablecloths to picnic or any other tables.

## **Section 7 Supervision**

- A. The renter is responsible for the supervision and conduct of all individuals that are provided access to the areas specified in the Facility Use Application. Marshall Township reserves the right to expel any renter or guest if deemed necessary (with forfeiture of any rental fees and damage deposit). The renter may also be subject to fines and liability for the actions resulting in the expulsion.
- B. The renter is responsible for the adult supervision of all children in attendance of the function at all times.

- C. Marshall Township reserves the right to require police supervision at the expense of the applicant.
- D. At no time shall an individual not yet twelve (12) years of age be permitted in the Marshall Township Municipal Center without a parent or custodian eighteen (18) year of age or older accompanying such individual.

**Section 8 Alcohol**

Alcoholic consumption and/or distribution are strictly forbidden in the Marshall Township Municipal Center. Alcoholic beverages consumed in any area of the Marshall Township Municipal Center or associated grounds and facilities, will subject the Renter and individual violator to fines and penalties as prescribed in the Marshall Township Code of Ordinance or applicable Pennsylvania statutes. Violators will be prosecuted to the full extent of the law.

**Section 9 Smoking**

- A. The Marshall Township Municipal Building is a “Smoke Free” facility. There is no smoking allowed inside the building.
- B. Smoking is only allowed outside, near safe containers designed for the safe placement of discarded tobacco products.
- C. All discarded cigarettes, cigars, smokeless tobacco, or cleaning of pipes, must be fully extinguished and placed in a safe container designed for that purpose outside the building.
- D. The Renter is responsible for inappropriately discarded tobacco products found in and around the rented facility. If areas are left unacceptable, it will result in a reduction or forfeiture of the damage deposit.

**Section 10 Renter Admissions Fee**

The Renter is strictly prohibited from collecting an admissions fee for any purpose on the premises.

**Section 11 Animals**

Animals are NOT permitted, unless used to aid the disabled, at any function in the facilities, unless written permission is granted by a designated representative of Marshall Township.

**Section 12 Parking**

All vehicles **must** park in designated lots. In compliance with ADA federal regulations, handicapped parking is available in close proximity to all facilities.

**Section 13 Indemnification Form**

Please make reference to the Indemnification Form included with this packet. Sign and return with the other required documents.

**Section 14 Certificate of Liability Insurance**

Renter **may** be required to provide a Certificate of Liability Insurance with a minimum of \$1,000,000 coverage per occurrence, naming Marshall Township as an additional insured.

**Section 15 Photography**

Marshall Township reserved the right to photograph events for promotional purposes.

**Section 16 Food Service/Caterer**

The renter will be permitted to use of the kitchen (refrigerator, microwave and sink: there is no stove or oven) with written permission from the Marshall Township Parks & Recreation Director.

## **Section 17      Reservation**

Marshall Township reserves the right to amend these policies and fees governing the rental of the Marshall Township Municipal Center and all associated facilities at any time. Renters shall be bound by the policies and fees in effect at the time of the Event.

## **Section 18      Explanation of Fees & Room Capacities**

- Set-up must be included in the rental time as well as any cleanup that lasts more than ½ hour past the rental time.
- There is no "coming in a little early to set-up" without paying for it.
- Normal business hours are from 8:00 a.m. -4:00 p.m.
- Evening hours are from 4:00 p.m.-10:00 p.m.
- Weekend hours are from 8:00 a.m.-10:00 p.m.
- **IMPORTANT:** Groups can earn a 25 % discount for pre-approved community service for the Marshall Township Parks & Recreation Department. For further details, contact the Marshall Township Parks & Recreation Director.
- Guests must be out of the building 15 minutes after the end of the event and cleanup must be complete within ½ hour of the end of the event or closure of the building.
- **ONLY** Marshall Township residents receive the resident fee.
- **Failure to comply with these rules will result in forfeiture of damage deposit.**

## **Section 19      Cancellation Policy**

In the event of a cancellation, one-half of the rental deposit will be refundable if written notice of cancellation is received at least forty-five (45) days before the event date. No refund will be made for cancellations less than forty-five (45) days before the event date unless the Township is able to rent the facility at the same time for the same rental fee.

## **Section 20      NSF Check Return Policy**

Individuals who submit an NSF check will be contacted and requested to make immediate payments in cash. In addition to the payment, a \$25 services charge will be due and collected at the time of the payment. Failure to comply will result in loss of deposit and/or reservation date.

## **Section 21      Extra Provisions**

Additional chairs, tables, tents, equipment etc. must be discussed and approved in writing prior to the Event by a designated representative of the Township

# Appendix A

## Room Rates

Business Hours 8-4 M-F

Weekdays after 4 pm

Weekends

Deposit

### **Resident Rental Only!**

1. William James Room	\$20/hr	\$40/hr	\$40/hr	\$200
2. Thomas Marshall Room-92	\$20/hr	\$30/hr	\$30/hr	\$200
3. George Warren Room-89	\$20/hr	\$30/hr	\$30/hr	\$200
4. Marshall and Warren 89 & 92	\$20/hr	\$40/hr	\$40/hr	\$200