

Slippery Rock Township
Butler County, Pennsylvania
Established 1854

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Slippery Rock, PA 16057

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Slippery Rock Township Community Center
Rental Rules and Regulations

PLEASE KEEP THIS FORM ON THE RULES AND REGULATION FOR BUILDING USE

1. FEE REQUIREMENTS:

- a. An adjusted minimum fee, based on use, will be assessed to cover maintenance and custodial cost.
- b. A prepaid deposit for damage will be included at the signing of the lease to cover any violations of codes. After post inspection of the building and contents, the deposit may be returned if no violations have occurred. If damages occur and exceed the amount of the deposit, the renter is legally responsible for the balance that is due within 30-days of the event.

2. **PROHIBITED ACTIVITIES

****Violation of these prohibited activities could result in charges of the Township Codes.****

- a. Absolutely **NO ALCOHOLIC BEVERAGES** in the building or on the grounds.
- b. **NO SMOKING** in the building
- c. **NO DISORDERLY CONDUCT** requiring emergency control.
- d. **NO DISTURBANCES OF SYSTEMS:**
 - 1. Fire Control
 - 2. Smoke Control
 - 3. Security System
 - 4. Electric System
- e. **NO PHYSICAL DAMAGE** to the building and contents. This will result in loss of accommodations.
- f. **ABSOLUTELY NO VEHICLES LARGER THAN A STEP VAN** in the parking lot area. Anything larger must be kept in the parking lot across the road at the Slippery Rock Township Maintenance Building.

3. USER POLICY

- a. A lease **MUST BE SIGNED** by the executive officer of the leasing agency or in the case of a private individual rental, by the person leasing the building.

4. **THE BUILDING MUST BE RETURNED TO NORMAL CONDITION AND VACATED BY 12:00 A.M. (allow time after your event to complete clean up and vacate by midnight)**

Property Care/Use:

Kitchen:

- a. A 60 cup coffee maker is available for use. (Grinds are to be removed and the coffee maker cleaned after use.)
- b. Roasters are permitted. There is a plug in the kitchen for roasters.
- c. Caterers/Renters must return the kitchen to the way it was found upon arrival.
- d. Counters, stove top, oven, sinks and refrigerator must be wiped down and cleaned.
- e. The floor must be swept and mopped if any large spills occur. (broom and mop found in community room closet)

Decorations:

- a. Decorations used must not cause harm or damage to floors, walls, ceilings, chairs or any parts of the building.

Access/Use:

- a. Vacate the hall by 12:00 AM(Midnight)
- b. No blockage of fire exits.
- c. To use the hall only in the manner agreed upon in the rental contract.
- f. Tables and chairs returned to storage racks. Use Caution moving tables on the floor (do not slide on the floor)
- g. Floors must be swept and cleaned of unusual residue. (broom and mop found in hall closet)

ALL REFUSE MUST BE REMOVED FROM CONTAINERS AND DEPOSITED IN THE DUMPSTER ACROSS THE ROAD AT THE MAINTENANCE BUILDING.

- h. Any broken or damaged items must be identified in writing and given to one of the municipal authorities.
- i. Only those individuals by the sponsoring organization or invitees shall be permitted in the building.

- j. All support, therapy, service and guide animals must remain under control at all times. If the animal's behavior poses a direct threat to the health or safety of others, the animal may be excluded.
 - k. All support, therapy, service and guide animals must be cleaned up after while on the Community Center property.
5. Someone from the Township office will contact you on the Monday prior to your event in order to set up a time for you to pick up a key to the building.
 6. **LOCK AND SECURE THE BUILDING** and deposit key as instructed by the Municipal employee.
 7. All Required Fees and/or Deposits **must** be paid at least two (2) months in advance of the event date or the room reservation will not be held.
 8. If you rent the building TUESDAY through THURSDAY you will not have access to the building until after 3:00 P.M. You cannot begin decorating or food preparation until after that time.
 9. Please respect the custodian if you are in the building while cleaning is being completed.
 10. Building contact numbers are listed beside the telephone in the kitchen.
 11. Microphone/Lectern/Screen rental must be returned to the closet and secured.

Note: Emergency lighting will only stay lit for approx. 1 hour, therefore it should be used to vacate the building if an outage should occur.