

Wilkins Township Community Center

Rental Information



Township of Wilkins
110 Peffer Road
Turtle Creek, PA 15145

Phone: 412-824-6650

Fax: 412-824-3808

www.wilkins township.com

Reservations:

Booking the Community Center for your event is easy. Just follow these 4 simple steps:

- 1. Bring a copy of a current utility bill and /or driver’s license establishing that you are a resident of Wilkins Township.**
- 2. Determine whether you wish to rent the facility.**

	<u>Capacity with Chairs</u>	<u>Capacity with Chairs & Tables</u>
<u>Room A: 22’X25’:</u>	77	36
<u>Room B: 32’X52’:</u>	240	112

- Online – View more information about the Community Center on our website at: <http://www.wilkinstownship.com/Rentals>
- By Telephone – Call Township office
- In Person – Call ahead; schedule a visit to the facility.
- By Email – Send an email to Dawn Bingham at: dbingham@wilkinstownship.com

- 3. Complete the paperwork and submit your request.**

Complete the forms listed below and mail, fax, email or deliver them in person to the facility. Forms may also be found on the Township’s website.

- Facility Use Request Form

- 4. Finalize your reservation**

Once we receive your paperwork and payment, we will contact you by phone or email within two business days to confirm your reservation, review any special requests, and finalize your reservation.

Indoor facilities may be reserved up to 11 months in advance of your event. It is recommended that you make reservations a minimum of 30 days prior to your event. All applicants must be at least 21 years of age or older and must be present throughout the entire use of the facility. The person signing the reservation form will be considered the responsible party in case of damage, theft or disturbance during facility use.

When booking your event, you must include enough time needed for delivery of any supplies, to set-up and decorate, and for clean-up. Please plan ahead when scheduling your event as over-time charges for staff and facility use will be billed at twice the regular hourly rate.

Rental Fees & Payment:

The fee to rent the Community Center is \$150.00 per event. Payment of 100% of the rental fee is due when your reservation is booked. Rental time from beginning to end may not exceed seven hours.

The Township accepts cash, checks, certified cashier checks and money orders. Requests received less than 14 days prior to an event must pay in the form of cash, certified cashier check or money order.

Security Deposit:

In addition to the rental fees, all facility rentals are charged a security deposit of \$100.00. Security deposits are 100 % refundable provided the following conditions are met:

- The room and facility (including floors & outside) are left in a clean and orderly condition.
- Use of the area does not exceed the scheduled time.
- Additional staff time is not required as part of the rental.
- All equipment is accounted for and undamaged.
- Damage to the area or its contents has not occurred.

If the above conditions are not met to the satisfaction of Township staff, an appropriate fee will be deducted from the security deposit. Please plan ahead when scheduling your event as over-time charges for staff and facility use will be billed at twice the regular hourly rate. If the cost of cleaning and/or repair of the facility exceed the amount of the security deposit, the rental group will be billed for those additional costs. A Cleaning Fee will be charged for the cleaning time. Repairs will be billed at the full replacement cost incurred, including labor charges.

Security deposits will be refunded by check within 30 days following the event.

Cancellation and Rescheduling Policy:

All reservation cancellations must be made in writing (email is acceptable).

- Cancellations made 30 or more days prior to the event will result in a full refund of the rental fees paid.
- Cancellations made 14-29 days prior to the event will result in a charge of 50% of the rental fees paid.
- Cancellations made 0-13 days prior to your event will result in no refund of the rental fees.

Requests to change the time or date of an event will be accepted in writing. Approval for a change is subject to facility and staff availability. Additional rental fees must be paid in full at the time of the change.

The Township, acting in good faith, may cancel your event in circumstances where the facility you requested becomes unsafe for your intended use. Such circumstances include but are not limited to, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. In such circumstances, the Township is under no obligation to refund your rental fee or any of your deposits, but it may do so at its sole discretion. The Township will attempt to give you reasonable notice of the cancellation.

Set-Up & Take Down

It is the responsibility of the renter to set-up as desired, including moving portable furnishings and setting up tables and chairs. Please move all furnishings back to their original position before leaving the facility. Use caution when making changes to the room set-up so that floors and walls are not damaged. Renters are required to use table coverings to protect tables from wet foods and art supplies that may stain tables.

The Township will not be liable for any personal injuries or damage to personal property resulting from your set-up and take down activities.

All items brought into the facility by the renter must be removed by the end of the rental period. Renters must remove all food, materials, non-Township equipment, decorations and garbage.

Cleaning of chairs and tables at the conclusion of your event is your responsibility. Tables stained as a result of your use will be assessed a cleaning or replacement fee.

Your event rental period needs to include the time required for delivery of equipment and supplies and to complete your room set-up, any decorating, and clean up. Be sure to consider this when requesting your event rental time.

The general rule of thumb and expectation is to leave the facility in the same or better condition than you found it.

Prior to Your Event:

Please arrange an appointment with facility staff to get a tour, receive a facility orientation, and answers to all of your event related questions. Appointments are subject to staff availability. The Friday before your event, stop at the Township Office to pick up a key.

Day of Your Event:

Bring your approved "Facility Rental Contract/Permit" with you on the day of your event.

If for some reason the key does not work, please contact Police Dispatch at 412-473-3056.

Conclusion of Your Event:

It is your responsibility to properly dispose of trash and leave the facility clean and intact. If you adjust the thermostat, please reset it to its original setting before you leave. Please make sure all burners are turned off and doors are locked.

Loading, Delivery & Storage:

You must arrange for deliveries to occur during your rental period. Delivery is available through the main building entrances unless otherwise noted. Do not block building entrances. Facility staff is not authorized to sign for your deliveries and due to space and security concerns, items cannot be stored for your event.

If you plan to have furniture or equipment delivered, please discuss the appropriateness and details with staff at least 2 weeks prior to your event. Consult with facility staff regarding designated delivery areas, access and parking considerations.

Food & Beverages:

Food and beverages are welcome at all facilities. Use of kitchen appliances and/or equipment must be approved during the reservation process. Renters are responsible for the care and condition of any equipment being used and must clean all equipment used.

Food:

Renters have the option of bringing in their own food, having food prepared off-site and delivered to the facility, or having the event catered.

Absolutely no deep-frying or frying in oil is permitted.

All food and trash from the event must be disposed properly by the renter in the dumpster provided, if available, or removed from the premises.

Catering:

If your event has a caterer who prepares and/or serves food on site, individually or buffet-style, then there are additional requirements. The Township of Wilkins allows renters to bring in the caterer of their choice. Caterers are responsible for cleaning any areas used prior to leaving or the renter will be billed for cleaning services. The following requirements apply to catered events:

- The caterer must apply for a Wilkins Township Business License and pay the applicable tax for the event. Caterers should contact the Municipality of Monroeville, Wilkins Township Business Tax Collector at 412-856-3347 for additional information and payment.
- A certificate of insurance naming the Township of Wilkins as additional insured with \$1 million General Liability Coverage must be submitted and approved on file a minimum of 5 business days prior to your event.

Beverages:

Canned/bottled beer, wine, and champagne are permitted. The following requirement applies:

- A certificate of insurance naming the Township of Wilkins as additional insured with \$1 million General Liability Coverage must be submitted and approved on file a minimum of 5 business days prior to your event.

- Alcohol service is limited to beer, wine and champagne packages in bottles, cans or boxes. Hard liquor and beer kegs are not permitted.
- An alcohol server, at least 21 years of age, is required for all events involving alcohol. You are responsible for hiring the alcohol server for your event. No self-serve of any type is allowed during a private rental. Personal use of privately provided alcohol, including flasks, is not permitted.
- You are responsible for the conduct and behavior of your drinking guests. Underage drinking (under 21 years of age) is strictly prohibited.
- Alcohol service must stop a minimum of 1 hour prior to the designated end time of your event.
- Serving alcohol in violation of any of the above policies and procedures may result in a police citation, the immediate shut down of your event, forfeiture of your deposit and/or additional fees and penalties.

Inflatable Bounce Houses:

Inflatable Bounce Houses are permitted. The following requirements apply:

- Applicant must inform the Township before the date of event.
- Applicant or Company providing the bounce house must ensure that the bounce house is properly and securely tied down.
- The company providing the bounce house must provide the Township of Wilkins with a certificate of insurance indemnifying the Township. Certificate of insurance must be submitted, approved and on file at least 5 business days prior to your event.
- The Township will not be liable for any personal injuries or damage to personal property resulting from the use of bounce houses.

Decorations:

Please leave the building as you found it or better! You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. Please be advised of the following:

- The use of staples, nails, tacks or tape to attach decorations to walls is prohibited. Hanging decorations from light fixtures is prohibited.
- Fog/Smoke machines, dry ice, rice, birdseed, confetti, dance wax, etc., are not allowed.
- We invite you to bring helium balloons by attaching groupings of helium balloons to a weighted object.

Flammable Materials

The use of flammable materials is regulated by the Township of Wilkins Fire Department. In compliance with the Township Fire Code, flaming food is not permitted at indoor facilities. Additionally, fireworks are prohibited in the Township and cannot be used at our facility. Fuel canisters for warming food and votive and tea light candles that are contained and will not tip over are allowed.

Smoking:

The Township of Wilkins indoor facilities are smoke and tobacco free. If you or your guests wish to smoke, please make sure all smoking takes place away from building entrances/exits and windows/vents that open to the inside of the building. The Township of Wilkins reserves the right to enforce local and state laws and in its sole discretion may call the police, terminate your event, or take other steps to ensure compliance with the law. You are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event, and a failure to do so may result in a deduction from your security deposit.

Township Codes and Ordinances:

All relative Township of Wilkins Codes & Ordinances will be in effect and enforced at all Township of Wilkins facilities. There are regulations governing sound and noise levels, pet, animals, parking, vehicle access, etc.

Codes can be viewed online at: <http://www.wilkinstownship.com>

The Township of Wilkins reserves the right to terminate your event if Township staff, in good faith, perceives that you or your guests pose a risk to the safety of persons or property on the premises or that you or your guests are violating local, state or federal laws. Upon verbal notice from Township staff or the police that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event.

Noise volume must be contained within the boundaries of the building. This rule will be strictly enforced. If you fail to comply with this rule, the police may be called and you may be issued a Civil Noise Infraction.

Items not included will be determined on a case-by-case basis.