

Township of Hampton  
Department of Community Services

# Indoor Multipurpose Community Center Facility RENTAL PACKET

Includes...

Facility Description  
Facility Rental Information  
Facility Rental Fees  
Facility Rules and Regulations  
Facility Floor Plan

Department of Community Services  
3101 McCully Road  
Allison Park, PA 15101  
(412) 487-7870 x 370 or (724) 443-7585 x 370

*Facility Coordinator office hours: Monday-Friday, 8am-4m  
Appointments scheduled during this time.*

## **FACILITY HOURS OF OPERATION**

September 8 – December 31, 2009

Monday & Friday	8:00am– 9:00pm
Tuesday-Wednesday-Thursday	8:00am–10:00pm
Saturday	8:00am– 6:00pm
Sunday	12noon– 4:00pm

*Rentals are available before, during, and after posted facility hours.  
Facility hours are subject to change.*

# Hampton Township Department Of Community Services INDOOR MULTIPURPOSE COMMUNITY CENTER

## FACILITY DESCRIPTION

### GREAT ROOM (A)

- 1,975 Square feet
- capacity of one hundred people
- optional table and chair setup
- kitchenette available
- projection screen
- sound system
- carpeted floor
- glass window wall overlooking park
- heat/serve kitchen available for rent in addition to room
- located on the east side of facility

### GREAT ROOM (B)

- 1,975 Square feet
- capacity of one hundred people
- kitchenette available
- projection screen
- optional table and chair setup
- sound system
- carpeted floor
- glass window wall overlooking park
- located on the east side of the facility

*GREAT ROOMS A and B MAY BE RENTED TOGETHER or SEPERATELY VIA MOVEABLE WALL*

### DANCE & AEROBICS ROOM

- 1,430 Square Feet
- wall mirrors with adjustable bar
- wood floor
- sound system
- located north of the men's and women's locker rooms
- capacity 30

### ACTIVITY I

- 625 Square feet
- ideal for smaller groups
- extended glass wall
- optional table and chair setup
- kitchenette available
- tile floor
- located across the hallway from the gymnasium
- capacity 30

*continued...*

## **ACTIVITY ROOM II**

- 1050 square feet
- ideal for small groups
- extended glass wall
- optional table and chair setup
- storage cubbies
- kitchenette available
- tile floor
- located across the hallway from the gymnasium
- capacity 60

## **GYMNASIUM**

- 12,100 Square Feet
- full, half and quarter courts
- two full size basketball courts
- two full size volleyball courts
- six badminton courts
- twelve basketball hoops (4 adjustable hoops)
- two multipurpose scoreboards
- three gym floor division screens available
- located on northern side of facility

## **ADULT LOUNGE**

- lounge furniture
- television
- kitchenette available
- casual seating capacity – 15
- use capacity – 30
- table and chairs
- private bathroom

## **INFORMAL GATHERING AREA** *(available for rent after hours)*

- fireplace
- patio accessibility
- comfortable, casual seating
- located between Youth and Senior Lounges
- Maximum Capacity 35

## FACILITY RENTAL INFORMATION

- Rentals are available before, during, and after posted facility hours.
- Resident reservations and or rentals will be accepted up to 2 years in advance, Non-Residents may reserve 18 months in advance.
- Renter must meet with Facility Coordinator, by appointment, Monday-Friday; 8am-4pm, to confirm rental date, location along with additional renter requests.
- If renter chooses to make a reservation by phone, he/she has 7 business days to meet with the Facility Coordinator by appointment to confirm and finalize rental information. Each tentative reservation will be held for one (1) 7-day period.
- Approved rental shall be restricted to the areas identified on approved facility application
- Alcoholic beverages are only permitted in approved facility areas. ABC permit fee is \$32.00
- ABC permit holder must be at least 21 years of age
- Smoking is not permitted in the Community Center – only in designated outdoor areas
- The facility rental fee and security deposit (*separate checks are required*) must be paid at the time of the reservation. The security deposit will be returned, provided extra clean-up work or repair is not necessary following use. Should the security deposit not be sufficient to cover all clean-up/repair, renter will be billed for the difference. DCS also accepts MasterCard and Visa.
- All security deposit checks should be post-dated to coincide with the reservation date.
- Private catering service is permitted. Contact Facility Coordinator for details.
- Fog machines, bubble machines, etc are not permitted without advance written permission from the Dept. of Community Services.
- Facility rental may be available outside normal operating hours. Please speak with the Facility Coordinator.
- To avoid the loss of the security – please be sure to clean –up and properly dispose of all supplies and materials such as decorations (streamers, banners, balloons, etc.), food products, utensils and containers.
- Confetti is NOT permitted.
- Use of thumb tacks, staples and tape not permitted on walls, ceilings, tables or chairs
- Use of candles or any similar item must be approved by Township prior to rental date
- Any damages to facility or Department of Community Services' (DCS) property will be the responsibility of approved applicant
- Children nine years or younger must be accompanied by an adult eighteen years or older
- Patrons must be familiar with Community Center rules and regulations for each area of facility during usage
- DCS programs have first priority over all other rentals
- Entrance / exit permitted by main entrance only
- Room is only available for actual time rented. Early admission may not be allowed. **(Please see "Important renter setup /decorating note on next page)**

## **IMPORTANT RENTAL SETUP DECORATION NOTE**

Often due to previously scheduled rentals or DCS programs Community Center rooms are not available the day/evening before your rental date for pre-event setup and/or preparation. However, if the room(s) you have rented have not been scheduled for use immediately prior to your rental date/time you **MAY BE ABLE** to arrange with the Facility Coordinator an advance setup time. This can only be done with the permission of the Facility Coordinator. If advance setup time is available, the Facility Coordinator will establish a specific setup time line with you.

## **RENTER**

- Renter must be at least 21 years of age
- Must meet with Facility Coordinator to confirm rental information and to fill out necessary paperwork on appointment basis (Monday- Friday, 8am-4pm)
- Must be on premises during entire duration of time rented
- Will be held responsible for any damages to facility / property or violations of DCS policies
- Responsible for general clean-up at the conclusion of event
- Must apply for an alcohol beverage consumption permit at least seven business days prior to rental day if alcohol is desired at function
- Alcohol Beverage Consumption (ABC) permit fee \$32.00 per event rental date
- All fees, deposits, etc. are required prior to issuing permit or confirming rental date

## **FACILITY RULES & REGULATIONS**

- All individuals entering the facility must check in at Service Desk and present Community Center ID card or sign the visitor sheet at the Service Desk
- No smoking
- No loitering inside or out
- No skateboarding or rollerblading inside or on sidewalk of Community Center
- Individuals 9 years old or younger must be accompanied by an adult 18 years of age or older
- No parking at the front of the building, Fire Zone, pick up and drop off only
- Beer / alcohol will only be permitted with approved alcohol beverage consumption permit. Alcohol permits will not be issued to anyone under 21 years old
- To obtain TV remote or VCR/CD remote— Community Center ID card must be presented to service desk staff. ID card will be returned upon return of equipment
- Profanity, fighting or general misconduct will not be tolerated
- Patron will be financially responsible for any damages for which he/she is found responsible
- Library is operated independently, contact the Hampton Community Library at 412-684-1098 for hours of operation
- DCS reserves the right to ask for ID from a patron at any time.

# Facility Rental Rates:

## Facility Rental Hourly Rates

(First fee Residents/Second fee Non-Residents)

<u>AREA</u>	<u>FEEs</u>
Great Room A or B	\$79/90/hour
Great Rooms A & B	\$158/180/hour
Gathering Area	\$42/53/hour
Activity Room I	\$37/48/hour
Activity Room II	\$42/53/hour
Gymnasium (Full)	\$79/90/hour
Gymnasium (Half)	\$42/53/hour
Gymnasium (Quarter)	\$21/32/hour
Aerobics / Dance Room	\$37/48/hour
Adult Lounge	\$37/48/hour

## Facility Rental Package Rates

(First fee Resident/Second fee Non-Resident)

	3 Hours	6 Hours	8 Hours	All Day
Great Room A or B	\$212/265	\$424/509	\$530/689	\$689/869
Great Room A & B	\$424/530	\$636/784	\$742/954	\$848/1060
Activity Room I	\$101/133	\$158/191	\$239/271	\$318/371
Activity Room II	\$106/143	\$186/217	\$265/302	\$371/424
Gathering Area (after hours only)	\$106/143	\$186/217	\$265/302	\$371/424
Kitchen (per use)	\$106	\$106	\$106	\$106

**PACKAGE RATES** include DCS supervisory & custodial staff.

**NO ADMITTANCE** will be permitted before or after rented times.

**RENTAL SECURITY DEPOSIT** is non-refundable and equal to 30% of total rental fee.

**DAMAGE SECURITY DEPOSIT** is \$100 and will be returned if not needed.

**CANCELLATION OF RENTAL** 50% of rental fee is non-refundable

**CHANGE OF RENTAL DATE FEE** 50% of rental fee is non-refundable

**HOURLY RATES** for all rental areas including gymnasium are available upon request.

**WEEKDAY RENTALS** Monday through 4 p.m. Friday will receive a 25% discount. (non-primetime facility hours)

**WEEKEND RENTAL** fees as noted above are in effect 4 p.m. Friday through closing Sunday.

**BEFORE & AFTER HOURS RENTALS** require \$30/hour additional fee to cover DCS supervisory and custodial staff

***Alcohol Beverage Consumption (ABC) permit fee: \$32.00 /event rental date***

***Flexible Base Rate Pricing, Hampton Township Non-Profit Organization Pricing & Birthday Party Packages on following page...***

## GREAT ROOMS (A & B)

*(accommodate up to 200 people)*

**ARE AVAILABLE FOR...** Wedding Receptions, Bridal Showers, Baby Showers, Family Reunions, Family Gatherings, Graduation Parties, Bar Mitzvahs, Christmas Parties, Bereavement Gatherings, Business Meetings, Organization Meetings, etc.

## BIRTHDAY PARTY PACKAGES

Includes 3 combined, consecutive hours of use...

Activity Room I & ¼ of gym...\$64.00

Activity Room II & ¼ of gym...\$111.00

## FLEXIBLE BASE RATE PRICING

Flexible Base Rate Pricing is available to renters during Non-Primetime Facility Hours (Monday– Friday, 4pm). Flexible Pricing is established on a case-by-case based on renter's needs.

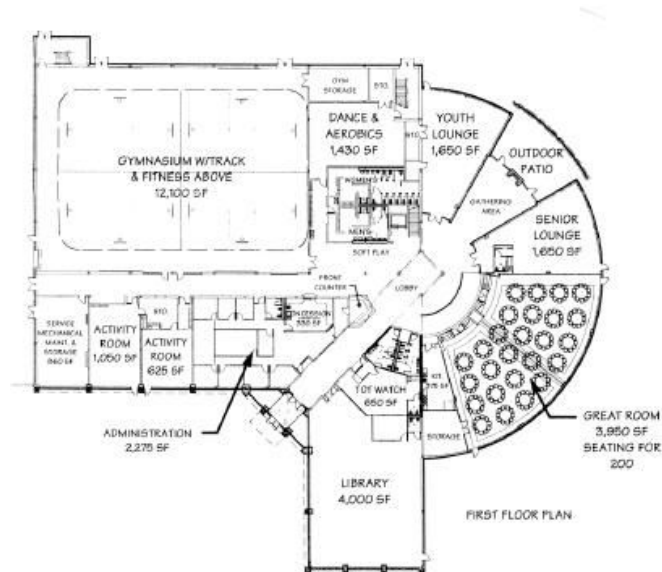
Call for details, 412-487-7870,

## TOWNSHIP OF HAMPTON NON-PROFIT ORGANIZATIONS

- Reduced facility rental fees are available to Hampton Township Non-Profit Organizations during non-primetime facility hours (Monday–Friday 4pm).
- Reduced fees are 50% of the regular hourly rates.
- These reductions do not apply to the Gathering Area or Gymnasium.

## Facility Floor Plans

FIRST FLOOR PLAN



MEZZANINE FLOOR PLAN

