

## 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.