



Mt. Lebanon Recreation Center Community Room Rental Policies

Please Keep

1. The rental of these rooms will not conflict with any Municipal activity.
2. Applicant for request for rental must be twenty-one (21) years and older and names must appear on release form.
3. All groups and organizations using the community rooms will be responsible for damage and stolen property and will be required to fully replace same. **The release must be signed by an adult (21 or older).**
4. All groups and organizations must observe the policies and sign a waiver of liability.
5. Groups are expected to utilize only those rooms which they have rented with the exception of the rest rooms.
6. Rental hours must include all set-up time, event time, and clean-up time. Groups must be ready to vacate the room at the end of their rental time. The Municipality does not offer additional (non-charged) time at the end
7. Renters may share the use of the kitchen with other groups renting the same day. The Center is not responsible for food or items left in the kitchen.
8. All groups and organizations using the community rooms and the kitchen are expected to clean up and leave them in excellent condition.
9. **Alcoholic beverages of any kind are not permitted in the facility.**
10. Use of confetti and rice are not permitted.
11. All youth groups (under 21) must be supervised by an adult at all times the building is occupied. Said adult will be responsible for the behavior of the group. There will be no exceptions to this policy.
12. The decision as to the need for a custodian, sound man, cook, police officer or chaperones will be made by the Recreation Center Manager or his staff. Financial liability for such services will be the responsibility of the renter.
13. Any youth groups using the facility for dances or other social functions may be required to have two (2) off-duty uniformed officers in addition to ten (10) adults (21 & older) chaperones during the hours of the function.
14. Renter may not charge an admittance fee without the written permission of the management.
15. Functions that required exclusive use of the facility for an extended period of time, functions that require paid admission, profit making renters, renters that use the facility for sales of merchandise and any like groups will negotiate their specific functions and fees with the Recreation Center Management.
16. No equipment will be brought into the building without permission of the Manager. Delivery of such equipment must be coordinated with the maintenance staff.
17. Cancellation of the rental requires (2) weeks prior written notice.
18. Rentals are subject to the prevailing fee schedule. Rates are determined by residency status. Applicants must understand that due to the investment represented in the construction and maintenance of the community rooms, fees must be established for the use of the facilities by resident and nonresident groups and organizations.
19. Anyone breaking policies will be subject to immediate expulsion from the building and forfeiture of all money.