



ELIZABETH TOWNSHIP COMMUNITY CENTER RENTAL AGREEMENT

522 ROCK RUN ROAD ♦ ELIZABETH, PA 15037 ♦ 412-751-2880

I/My organization agree to abide by the rules and regulations governing the use of the Elizabeth Township Community Center. I also understand that I must complete the Cleaning Checklist and return it with the key before my deposit will be refunded. I accept full responsibility and financial liability for any damage during the time of the rental. I also agree that my security deposit can be used to cover facility use charges outside of my reserved rental time.

I understand that my rental time includes setup time and clean up time.

I agree that the Township reserves the right to charge me for any time that I use outside of my reserved rental time at the hourly rate according to the fee schedule.

I agree that a refundable security deposit is required to rent the Elizabeth Township Community Center and is due within 5 business days of the day I make my reservation and failure to do so will result in the cancellation of my reservation.

If event is cancelled 30 days or less of event date, rental fees will not be refunded.

If event is cancelled outside of 30 days of event date, rental fees will be refunded by check.

I agree that I will pick up and return the key on Monday through Friday between the hours of 8:00 am and 4:00 p.m.

Signature: _____ Date: _____

ELIZABETH TOWNSHIP COMMUNITY CENTER RULES & REGULATIONS AGREEMENT

Rental Policy

- Facilities are available on a first come, first serve basis.
- Facilities are available to reserve up to one year in advance of your event date (year-to-date). For example, if you want a permit for November 30, 2022, you will be able to book the event November 30, 2021.
- Elizabeth Township reserves the right to book facilities at their discretion.
- All reservations whether in person or by phone require the signed application and rental deposit fee to be paid within 5 business days. Failure to do so will result in the cancellation of the rental.
- Ongoing rentals must pay the first month's rental payment and subsequent charges on a monthly basis. Any exception must be approved by the Elizabeth Township Commissioners.
- ANSF fee will be assessed for checks returned for non-sufficient funds.
- Facility rental hours are 10:00 am until 11:00 pm unless otherwise noted.
- Hourly rental requests are honored Monday through Friday ONLY.
- Payments are accepted in the form of cash, money order, check, and credit card. *An additional fee applies to the use of a credit card.*
- All renters must comply with the checklist specific to the building rented.

Refund Policy

- Two change of dates will be honored for rental of facilities when requested at least one week prior to the original date and are subject to availability. Requests for changes must be made at Township offices and require the original application plus identification.
- Refunds minus a 35% service fee will be issued when the cancellation request was received at least sixty days prior to the event or at the Township's discretion. There will be no refund if cancellation is thirty days or less prior to the event.
- If the rental facility is found free of damage, clean, and in satisfactory condition after your event, your security deposit shall be refunded within sixty days.

Special Requests

- The Special Requests applies when providing the following items during their event: tents, inflatable devices or rides, pony rides or petting zoos, DJ's or bands, beer trailers, oversize grills or pig roasts.
- The Special Requests Application must be submitted at least two full weeks in advance of the event date.
- You must have permission from the Township Manager for slip-n-slides or other water related items and inflatable devices and/or rides, or pony rides. Permit holder must provide their own generator to power the inflatable devices and/or rides.

Conditions for Use

Failure to do the following will result in forfeiture of facility use and fee:

- Comply with all of Elizabeth Township's Regulations, plus any and all amendments made known to you.

- Comply with any and all directives of Elizabeth Township Police Department and Code Enforcement Department.
- An alcohol permit is required if alcoholic beverages are to be served.
- The representative of your group acknowledges by his/her signature to be at least 18 years old or at least 21 years old if an alcohol permit is requested.
- Agree to be held responsible for whatever damage is done to the facility while in your use, including but not limited to tables, chairs, appliances, and any outdoor area.
- Tables must not be removed from facility by patrons.
- Restrooms must be clean and orderly condition.
- Noise levels, including sound equipment must conform to Township Code Ch. 6, part 2.
- Security Alarm must be armed at the conclusion of your rental.

Regulated Activities:

The below-listed activities are permitted in any area lying within the Community Center grounds but are subject to the regulations indicated herein and those conspicuously posted in the appropriate area.

Recreational Activities

- Picnicking, bicycling, baseball, softball, football, horseshoe pitching and similar forms of recreation are permitted in areas where deemed appropriate for such use.
- The use of glitter, confetti, streamers, poppers, or other confetti/color cannons is **STRICTLY PROHIBITED**. Use of these items will result in forfeiture of your deposit.
- The use of water balloons is prohibited.

Fires

- Fires are permitted only in grills and firepit areas and must be thoroughly extinguished before leaving the area.
- Only clean seasoned dry wood is permitted in the firepits. The use of treated wood, pallets and/or garbage and other similar materials are strictly prohibited.
- The Flag Retirement Center by Building One is not for public use. It is used for flag burning ceremonies held by creditable organizations **ONLY**.
- Matches, cigars, cigarettes, charcoal, and all flammable materials must be thoroughly extinguished before being disposed of.
- Smoking, vaping, and the use of any tobacco products shall not be permitted inside any of the buildings.

Animals

- Domestic animals are permitted on Community Center grounds only when on a leash.
- The permit holder agrees to clean up after any domestic animal on Community Center grounds.

Charging for Admission

- The holders of permits who are engaged in a non-profit making enterprise may charge the public for admission to an advent. Such a charge is subject to the approval of the Board of Commissioners at least one month prior to the date of the event. Requests must be made in writing and submitted to the Township Manager.

Public Gatherings

- Meetings, assemblies, or related forms of public gatherings of 800 or more attendees will be permitted upon possession and presentation of a written authorization signed by the President of the Board of Commissioners.

Alcoholic Beverages

- Consumption of alcoholic beverages shall be limited to the building or shelter where a permit has been issued.

Prohibited Activities:

Elizabeth Township has the right and the authority to eject from the Community Center any person or persons acting in violations of any rule or regulation.

Motor Vehicles

- Parking on lawns is strictly prohibited and damages will be assessed to the permit holder.
- Operating any motorized conveyance but not limited to snowmobiles, all-terrain vehicles, motorcycles, or motor scooters except that street licensed vehicles may be used in parking lots or roads open to traffic.
- Cleaning, polishing, washing, or repairing any vehicle.

Shrubs, flowers, trees, grass, soil, or rock formations

- Picking, cutting, breaking, digging, defacing or injuring in any way.
- Do not attach any sign, advertisement or notice to any tree or shrub.

Buildings, Structures, or Facilities

- Damaging, defacing, or misusing in any way.
- The use of staples, duct tape, glue, or nails on building walls is strictly prohibited. Thumbtacks, scotch tape, and command hooks may be used.
- Any use of glitter, confetti, streamers, poppers, streamers or other confetti/color cannons will result in forfeiture of your security deposit.

Animals

- Molesting, trapping, hunting, killing or injuring any bird or mammal, and/or abandoning animals or birds within the Community Center grounds is strictly prohibited. Special permission for hunting may be granted by contacting the Administration Office.

Weapons and Explosives

- Discharge of any firearm or weapon including, but not limited to, handguns, rifles, shotguns, crossbow, bow and arrow, air rifle or pistol, any device firing a projectile by compressed gas or spring, such as paintball devices is strictly prohibited.

- Brandishing of a firearm or weapon including but not limited to handguns, rifles, shotguns, crossbow, bow and arrow, air rifle or pistol, any device firing a projectile by compressed gas or spring, such as paintball devices. Firearms may be transported through the Community Center if kept in a car trunk, enclosed in a case, or otherwise inaccessible to use. Nothing contained herein shall prohibit any person licensed under the Pennsylvania Uniform Firearms Act 18 P.S. Sec. 6109 from possession of a firearm as defined in Pennsylvania Uniform Firearms Act 18 P.S. Sec. 6102.
- Possessing, discharging or causing to be discharged a firecracker, explosive, torpedo, rocket or other pyrotechnical material is strictly prohibited.

Recreational Activities

- The use of powered model aircraft and drones are strictly prohibited. Rollerblading, roller skating, and skateboarding are prohibited in all areas of the Community Center.
- The use of glitter, confetti, streamers, poppers, or other confetti/color cannons is **STRICTLY PROHIBITED**. Any use of these items will result in forfeiture of your deposit.
- The use of water balloons is prohibited.

Alcoholic Beverages

- All alcoholic beverages in glass containers is prohibited.
- Possession of an alcoholic beverage in an open container or consumption of alcoholic beverages in areas other than buildings or shelter where a permit has been issued is prohibited.

Bottled Beverages

- Use of any glass container is prohibited.

Penalties:

- Any person violating any provisions of these rules and regulations shall be guilty of a summary offense, and upon conviction thereof, shall pay a fine of not less than \$100.00 or more than \$300.00 in addition to the Township withholding the rental deposit fee.
- Should any holder of a permit issued by Elizabeth Township under the provisions of these rules and regulations be convicted of violating any provisions, such conviction shall be cause for revocation of any current permits. The Board of Commissioners of Elizabeth Township may, at their discretion, also consider such convictions when evaluating applications for future permits.
- Each violation hereunder shall constitute a separate offense, subject to the penalties listed above.
- A person who refuses to leave the Community Center grounds after receiving an order to leave from Township Officials or Police Department commits an act of Criminal Trespassing under Section 3503(b) of the Crimes Code.

I have read and agree to abide by the rules and regulations as set forth in the Elizabeth Township Community Center Rental Agreement on _____ day of _____, 20 ____.

Signature: _____