

Slippery Rock Township

Butler County, Pennsylvania

Established 1854

P. O. Box 207
155 Branchton Road
Slippery Rock, PA 16057

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Slippery Rock Township Community Center Request Use Form

PLEASE KEEP THIS FORM ON THE RULES AND REGULATION FOR BUILDING USE

1. FEE REQUIREMENTS:

- a. An adjusted minimum fee, based on use, will be assessed to cover maintenance and custodial cost.
- b. A prepaid deposit for damage will be included at the signing of the lease to cover any violations of codes. After post inspection of the building and contents, the deposit may be returned if no violations have occurred. If damages occur and exceed the amount of the deposit, the renter is legally responsible for the balance that is due within 30-days of the event.

2. **PROHIBITED ACTIVITIES

**Violation of these prohibited activities could result in charges of the Township Codes.

- a. Absolutely **NO ALCOHOLIC BEVERAGES** in the building or on the grounds.
- b. **NO SMOKING** in the building
- c. **NO DISORDERLY CONDUCT** requiring emergency control.
- d. **NO DISTURBANCES OF SYSTEMS:**
 1. Fire Control
 2. Smoke Control
 3. Security System
 4. Electric System
- e. **NO PHYSICAL DAMAGE** to the building and contents or loss of accommodations.
- f. **ABSOLUTELY NO VEHICLES LARGER THAN A STEP VAN** in the parking lot area. Anything larger must be kept in the parking lot across the road at the maintenance building.

3. USER POLICY

- a. A lease **MUST BE SIGNED** by the executive officer of the leasing agency or in the case of a private individual rental, by the person leasing the building.

4. **HE BUILDING MUST BE RETURNED TO NORMAL CONDITION AND VACATED BY 12:00 A.M. (allow time after your event to complete clean up and vacate by midnight)**

Property Care/Use:

Kitchen:

- a. A 100 cup coffee maker is available for use. Grinds to be removed and coffee maker cleaned)
- b. Roasters are permitted. There is a plug area in the kitchen for roasters.
- c. Caterers/Renter must return kitchen to the way it was found.
- d. Counters, stove top, oven, sinks and refrigerator wiped down and cleaned.
- e. Floor swept and mopped. (broom and mop found in community room closet)

Decorations:

- a. Decorations must be used to cause no harm or damage to floors, walls, ceilings, chairs or any parts of the building.

Access/Use:

- a. Vacate the hall by 12:00 AM(Midnight)
- b. No blockage of fire exits.
- c. To use the hall only in the manner agreed upon in the rental contract.
- f. Tables and chairs returned to storage racks. Use Caution moving tables on the floor (do not slide on the floor)
- g. Floors must be swept and cleaned of unusual residue. (broom and mop found in hall closet)

ALL REFUSE MUST BE REMOVED FROM CONTAINERS AND DEPOSITED IN THE DUMPSTER ACROSS THE ROAD AT THE MAINTENANCE BUILDING.

- h. Any broken or damaged items must be identified in writing and given to one of the municipal authorities.
 - i. Only those individuals by the sponsoring organization or invitees shall be permitted in the building.
5. **CONTACT THE TOWNSHIP OFFICE AT 724-794-2369 SEVERAL DAYS PRIOR TO YOUR SCHEDULED EVENT TO RECEIVE A KEY TO THE BUILDING.**
 6. **LOCK AND SECURE THE BUILDING** and deposit key as instructed by Municipal employee.
 7. All Required Fees and/or Deposits **Must Be Paid at Least FIVE (5) Weeks in Advance.**
 8. If You Rent The Building **TUESDAY through THURSDAY** You **Will Not Have Access To The Building Until After 3:00 P.M.** You Cannot Begin Decorating or Food Preparation Until After That Time.
 9. Please respect the custodian if you are in the building while cleaning is being completed.
 10. Building **contact numbers are listed beside the telephone in the kitchen.**
 11. **Microphone-Lectern / Screen rental** must be returned to the closet and secured.

Note: Emergency Lighting: Will only stay lit for approx. 1 hour therefore it should be used to vacate the building if an outage should occur.