

Slippery Rock Township

155 Branchton Road
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Slippery Rock, PA 16057

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Slippery Rock Township Community Center Request Use Form

PLEASE KEEP THIS FORM ON THE RULES AND REGULATIONS 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.

2. **PROHIBITED ACTIVITIES:

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

- a. Absolutely **NO ALCOHOLIC BEVERAGES** in the buildings or on the grounds.
- b. **NO SMOKING** in the building.
- c. **NO DISORDERLY CONDUCT** requiring emergency control.
- d. **NO DISTURBANCE 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. THE BUILDING MUST BE RETURNED TO NORMAL CONDITION AND VACATED BY 12:00 A.M.

- a. Tables and chairs stored or placed as found.
- b. Floors must be swept and cleaned of unusual residue.
- c. **All refuse must be removed from containers and deposited in the dumpster across the road at the maintenance building.**
- d. Kitchen must be left clean.
- e. Any broken or damaged items must be identified in writing and given to one of the Municipal Authorities.
- f. 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(s).

7. All required fees and/or deposits must be paid at least one week in advance.

8. IF YOU RENT THE BUILDING MONDAY THROUGH FRIDAY 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.