



Mt. Lebanon Municipal Building
Municipal Building Meeting Room Policies and Rental Process

POLICIES:

1. The municipal building public meeting rooms are available for rental by any resident, over the age of twenty-one (21) representing themselves, a group, or an organization (renter).
2. Rentals will be accommodated on a first-come, first-served basis.
3. Any local, state or federal elected official may have up to one (1) town hall meeting per year at no charge, based on availability of the rooms.
4. Rentals cannot be made for more than six (6) months in advance.
5. Municipal building public meeting rooms are available for rental from 7:30 am to 9:30 pm, Monday – Friday. Rentals are available on weekend days subject to specific approval by the municipality.
6. The rental of public meeting rooms will not conflict with any Municipal activity. A rental may be cancelled if a conflict arises with a municipal meeting.
7. All renters using the Municipal Building public rooms will be responsible for damage to or property missing from the room and will be expected to restore the room to the condition at the time of rental.
8. Renters that request the use of the audio-visual equipment in the room are responsible for knowing how to use the equipment and are responsible for any damage to the equipment during their rental.
9. All renters must observe the policies and sign a waiver of liability.
10. Renters are only entitled to utilize the room identified in the rental agreement and the public rest rooms.
11. All renters are expected to clean up the room after use and to remove any materials brought in to the room. Please turn off all lights and equipment used in the room when done. (Furniture used by the group will be put away by municipal building staff).
12. Food and equipment may only be brought into the public meeting rooms with advance permission of the municipality.
13. Alcoholic beverages of any kind are not permitted in the municipal building.
14. Smoking is not permitted in any part of the municipal building.
15. The municipality does not provide parking in connection with rental of the public meeting rooms.
16. Renters shall not charge an admission fee for events held in the public meeting rooms and shall not sell products or services for private profit or gain.
17. Renters are not permitted to post any type of advertising in the municipal building or its premises.
18. Nothing shall be affixed to any walls of the public meeting rooms that permanently marks or damages the walls.
19. Public meeting rooms will be set-up by municipal staff in accordance with the request at the time of rental. Any damage to the furniture or structure that occurs due to a change in that furniture set-up by the renter shall be the responsibility of the renter.
20. Rentals of the public rooms are subject to the prevailing fee schedule.

21. Payments for the rental of public meeting rooms shall be made to the municipality at least ten (10) days prior to the rental date, unless that is not practical due to the immediacy of the rental date. In this case the fee is payable at the time of the approval of the rental.
22. Once a rental form is received a tentative hold will be placed on the room/time/day. In the event that another group is interested in the same room/time/day, the first group will be contacted for payment or the space will be re-assigned.
23. No rental is considered to be final until the rental fee and license agreement are received by the municipality.
24. Either party may cancel a rental reservation at least fourteen (14) days in advance of the rental date without payment or penalty. If the renter cancels within fourteen (14) days of the rental date, the municipality will refund fifty percent (50%) of the rental fee. If the municipality cancels the rental within fourteen (14) days of the rental date, the entire rental fee shall be refunded.

RENTAL PROCESS:

1. The meeting room reservation form is available at the municipal building or on the municipal web site at www.mtlebanon.org.
2. The form should be completed and returned to the municipal building customer service center (710 Washington Road). At this time, the reservation will be placed on the meeting room calendar and marked tentative.
3. The requested dates/times will be reviewed for conflicts with municipal activities or other groups. If the requested date/time is available, a license agreement (2 copies) will be sent to the renter. One copy of the license agreement, with original signature, and payment must be returned to the service center in order to confirm the rental date/time.