



## Mt. Lebanon Recreation Center Founders Room Rental Policies

Please Keep

1. The rental of this room 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. Applicants must understand that due to the investment represented in the construction and maintenance of the Founders Room, fees must be established for the use of the facilities by resident and non-resident groups and organizations.
4. All groups and organizations using the Founders Room 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).**
5. All groups and organizations must observe the policies and sign a waiver of liability.
6. Groups are expected to utilize only the room they have rented including the rest rooms.
7. Rental hours must include 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 of the rental for clean-up. All groups and organizations using the Founders Room will be expected to clean up and leave it in excellent condition.
8. No equipment will be brought into the building without permission of the Manager. Delivery of such equipment must be coordinated with the maintenance staff.
9. The 2<sup>nd</sup> floor deck at the Tennis Center is open to the public and is not exclusive to the rental.
10. Confetti and rice are not permitted.
11. **Music provided by a Band or Disc Jockey is not permitted.**
12. 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, maintain rental facility, and must be present during entire rental time. Additional chaperones may be required. There will be no exceptions to this policy.
13. 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.
14. 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.
15. Any taxes to Local, State, or Federal authorities will be paid by the organization renting the facility and will not be included in the room rental fees.
16. Alcoholic beverages of any kind are not permitted in the facility.
17. Anyone breaking policies will be subject to immediate expulsion from the building and forfeiture of all money.
18. Rentals are subject to the prevailing fee schedule.
19. Cancellation of the rental requires (2) weeks prior written notice.
20. Renter may not charge an admittance fee without the written permission of the management.

Mt. Lebanon is an equal opportunity employer.