

COMMUNITY CENTER REGULATIONS AND RESERVATION POLICY

The Halfmoon Township Community Center is located at 100 Municipal Lane, Port Matilda, PA. Governmental organizations as defined below will have priority in use of the building but if not in use by any governmental organization the Community Center can be reserved on a first come basis and pursuant to the following conditions.

A. DEFINITIONS:

Individual: A single individual or family (e.g. graduations, birthday parties).

Private Group: A group consisting of more than one family or group of non-related individuals (family reunions, clubs).

Non-For-Profit Group: A charity or civic membership organization (e.g. scouts, garden club, Rotary, 4-H).

Fee Based Group: An organization or entity which charges a fee to its members (e.g. private utility companies, fitness and dance classes).

Governmental Organization: A group consisting of elected officials or appointed by elected officials (e.g. voting, Township Boards and Commissions, Councils of Governments, Regional Commissions, Task Forces appointed or made up of elected officials).

Block: A contiguous four hour block of time in one day.

One day: From 8:00 a.m. to 8:00 p.m. within a single day of the week.

B. FEES FOR INDIVIDUAL, PRIVATE, NON-FOR-PROFIT AND FEE BASED GROUPS:

Event Type	Gov't Event	Single Event	Monthly Event	Weekly Event
Rate per block	\$0.00	*\$75.00	**\$25.00	**\$10.00

* If the room is needed to decorate or prepare for the event outside the reserved four-hour block of time, another \$75.00 will be charged. (E.G. decorating on Friday night for a Saturday event).

**A minimum six month agreement is required for this rate

C. COMMUNITY CENTER FACILITIES, THEIR USE AND HOURS OF USE:

The Community Center contains:

1. Vestibule/Entry Way-heat and electricity only
2. Meeting Room A (one to the right with side exit doors)—with AC, heat, electricity but without stationary AV equipment or table and chair seating
3. Meeting Room B (one to the left)-with AC, heat, electricity, with stationary AV equipment and table and chair seating
4. Kitchenette/break room between the two meeting rooms—heat and electricity only and contains cupboards, sink, microwave, with small table and four chairs)
5. One women’s ADA bathroom—heat and electricity only
6. One men’s ADA bathroom-heat and electricity only
7. A table and chair storing area—For Meeting Room A use

8. Parking: 12 paved parking slots in front of the fence which includes 2-3 ADA accessible.

Meeting Room B is for governmental organizational use only. When Meeting Room B is being used by a governmental organization the governmental organization and/or its attendees shall have exclusive use of the parking in front of the fence.

Meeting rooms will be available for use every day from 8:00 a.m. to 10:00 p.m.

The kitchenette, bathrooms and vestibule are for the exclusive use of those using the Community Center and must be shared if both meeting rooms are in use.

D. RESERVATION/RENTAL PROCEDURE:

1. Please check the calendar located on the Township's website (www.halfmoontwp.us) to insure the Community Center is available.
2. Then if available, please contact the Township office at 814-692-9800 between the hours of 8:00 a.m. to 4:00 p.m. Monday through Friday to fill out the reservation policy and make the necessary deposits and payments.
3. If the reservation is for one single meeting or event in a six-month period, a key will be given to the individual or group with a \$50 key deposit required.
4. If the reservation is for a weekly or monthly meeting in a six-month period, a specific code will be given to unlock the main door.
5. Whether reserving the meeting rooms for one event or a weekly or monthly event the individual or group will be responsible for:

Sweep floor after use

Clean and put away all kitchenette items

Close and lock all windows

Clean table and chairs and return to storage area

Turn all lights off in meeting rooms, bathrooms, kitchenette and vestibule

If you have generated trash, please empty into dumpster

All interiors doors (e.g. bathroom, kitchenette, meeting room entry doors) should be left unlocked and open

Any individual or group using any meeting room understands their \$50 key deposit or a \$50 fee will be assessed for non-compliance of the above or any damages.

Cleaning supplies will be provided in the kitchenette cupboard areas (e.g. all-purpose cleaner, trash bags, toilet paper, dish soap, paper towels, sponges)

6. Keys shall be returned to the Township office the following business day or key deposit will be forfeited.

RESERVATION AGREEMENT

Type of Reservation:

_____ Single Event for _____ block at \$75.00 per block = \$ _____

Additional \$75.00 if needed for setup = \$ _____

_____ *Monthly Event for _____ block at \$25.00 per block = \$ _____

_____ *Weekly Event for _____ block at \$10.00 per block = \$ _____

TOTAL COST = \$ _____

Event Details:

Event Description _____

Single Event Date _____

Time block _____

*Day of the week _____

*Start and End Date, if six month agreement _____

I fully understand the reservation and policy guideline for the Community Center and its facilities and agree to adhere to the above rules and regulations.

Print Name _____ Phone # _____

Signature _____ Date _____

Office Use:

Meeting Room A or B (circle one)

Key Deposit:

Check #

or Cash

Key Number:

OR

Lock Code: