



Borough of Crafton
Parks & Recreation

BOROUGH OF CRAFTON
100 STOTZ AVENUE
PITTSBURGH, PA 15205
(412) 921-0752 ext. 10

APPLICATION
Community Center Use
(Current fees set by Resolution)

PLEASE PRINT

Return completed application along with Fee and Deposit to Address shown above.
Borough Manager or Secretaries should be contacted by you regarding access to the Community Center for your Event

Reservation Date: _____ Use/Event: _____

Name of Applicant/Responsible Party: _____

Address: _____

Telephone No. _____ Home _____ Work _____

Name of Organization (if applicable): _____

No. Attending: _____ Set-up Time: _____ Starting Time: _____ Ending Time: _____

Are attendees primarily under the age of 21? Yes [] No []

Equipment to be used: Refrig. [] Stove [] Microwave [] Other []: _____

Will any equipment be brought into building? Yes [] No [] List: _____

The named responsible party agrees to comply with all rules and regulations, and shall be responsible for any damages to the facilities, and for clean up of the rental area and removal of trash to outside dumpsters. It is also understood that the required Security Deposit may be not be refunded in the event of damages.

I understand that no alcohol may be brought onto the premises.

Date of Application: _____ By _____
(Signature of Applicant/Responsible Party)

-For Office Use Only -

Rental Fee Paid: \$ _____ Security Deposit Paid: \$ _____ Cash [] Check [] # _____, # _____

Fee: A. [] Crafton Borough Agencies, Commissions, Scouts and Other Non-Profit "Resident" Groups -Fee Waived

B. [] Non-Profit "Non-Resident" Groups - \$50.00 Fee / Includes Use of Kitchen (Sec. Deposit Required)

C. [] Private/Commerical/Business Groups—\$200.00 / Includes Use of Kitchen (Sec. Deposit Required)

Refundable Security Deposit required for all Class B and Class C Rental Applications: \$100.00

Application Approved by _____ Date: _____

Crafton Community Center
Rules of Use and Rental Policy
All Groups must observe the Rules of Use and Rental Policy.

1. The rental of rooms will not conflict with any municipal activity.
2. All fire regulations must be observed, including:
 - Keeping all exits clear at all times
 - No smoking
 - Posted maximum room capacity.
3. All groups using rooms in the community center will be responsible for damage and/or stolen property and will be required to fully replace the same. All groups using rooms in the community center will be expected to **clean up and leave the rooms in excellent condition**. Cleaning supplies/brooms are stored in closet next to Ladies Room. All **trash must be removed** and placed in the dumpsters (located in the parking lot). All **table and chairs must be returned** to the manner in which they are found prior to event. An hourly cleaning charge may be assessed if rooms are not in satisfactory condition as determined by the community center committee person. Failure to comply may result in the forfeit of security deposit to cover such costs.
4. **Signs, posters, and/or decorations** in the rooms are **not to be taped, tacked, or nailed to the walls**. Any exceptions must be approved by the Borough.
5. Any equipment to be brought into the building must be listed on the application form, and meet with the approval of the Borough.
6. All youth groups (under 21) must be supervised by an adult (21 or older) at all times when the building is occupied. **This adult will be responsible for the behavior of the group**. There will be no exceptions to this policy. The decision as to the need for security guard(s) or chaperones will be made by the community center committee person. Financial liability for such services will be the responsibility of the renter.
7. Rentals are subject to the Current Fee Schedule. This Schedule includes fees per classification; A, B or C. A Security Deposit is also required.
8. Anyone violating policies will be subject to immediate expulsion from the building and forfeiture of all money.
9. Refunds will be issued for reservations cancelled no later than seven days prior to the scheduled date. A service charge may be assessed for all cancellations. No refunds will be given for cancellations made later than seven days prior to the scheduled date.

Kitchen Usage Policy

The kitchen facility is intended to provide a method of keeping prepared food ready to be served. Any requested access to the Kitchen constitutes kitchen usage and must be indicated on the application and applicable fee paid for same.

Kitchen Policies:

1. **Cooking of food or frying food is not permitted in the kitchen**. The stove/oven is to be used for heating or reheating only.
2. No leftovers may be left in the kitchen or refrigerator.
3. Use of Borough equipment, utensils, etc. stored in the kitchen is not permitted.