



## **HOURLY ROOM RENTAL RATES**

### **During normal hours of operation**

**Mon 8 am-7 pm, Tues 8 am-4 pm, Wed 8 am-7 pm, Thurs & Fri 8 am-4 pm**

	Member/Non-Profit/Employee	Non-Member/For Profit
Small Meeting Room	\$6.00	\$22.00
Medium Meeting Room	\$12.00	\$34.00
Dining Room	\$30.00	\$70.00
Kitchen ( <i>catering only</i> )	\$12.00	\$34.00

### **After normal hours of operation**

**Mon 7-10 pm, Tues 4-10 pm, Wed 7-10 pm, Thurs 4-10 pm & Fri 4-midnight**

**Saturday 9 am-midnight, Sunday 9 am-8 pm**

	Member/Non-Profit/Employee	Non-Member/For Profit
Small Meeting Room	\$12.00	\$44.00
Medium Meeting Room	\$24.00	\$68.00
Dining Room	\$60.00	\$140.00
Kitchen ( <i>catering only</i> )	\$24.00	\$68.00

\*\$100 damage security deposit required for rentals after normal operating hours

## **FACILITY ROOMS REQUESTED**

- Dining Room – 150 maximum capacity (Tables & Chairs)
- Kitchen – *for catered events only*
- Small Meeting Rooms: *Arts & Crafts Rooms, Computer Room* - 20 maximum capacity
- Medium Meeting Rooms: *Recreation Room, Education Room* – 50 maximum capacity

## **EVENT INFORMATION**

**BABY SHOWER      BIRTHDAY PARTY      FAMILY/SOCIAL GATHERING**  
**WEDDING RECEPTION      RECITAL      BUSINESS/ORGANIZATION MEETING      OTHER:**

For multiple dates (on-going rentals), please attach a separate sheet listing all dates and times.

## **STATEMENT OF CERTIFICATION**

I certify that the information on this form is true and accurate to the best of my knowledge. I understand that providing false or misleading information is grounds for ACC to cancel or terminate my event.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

REQUESTED DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

(INCLUDES SETUP & CLEANUP TIME)

ALTERNATE DATE/TIME (IF ANY): \_\_\_\_\_

ANTICIPATED ATTENDANCE: \_\_\_\_\_ (Please include children. Actual attendance may not exceed room capacities.)

Amount due: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

\*Security deposit paid: yes \_\_\_\_\_ no \_\_\_\_\_ (\$100 for after-hours rentals)

***Perfect for meetings, parties and special events!***

## Meeting Room Rental Policies and Procedures

### General Information

The Allegheny Community Center (ACC) makes available to the public a variety of meeting rooms for non-commercial use – meetings, receptions, and parties - on a rental basis. The use of these spaces is subject to the policies of the Center. Those rental policies are summarized below. The ACC booking season runs from January 1<sup>st</sup> to December 31<sup>st</sup>.

### Categories of Renters

ACC Members, Experience, Inc. or TAWC staff, Service Organizations and Non-Profit Organizations – qualify for the lesser rental rates.

Non-Members and For-Profit Organizations – are charged at a higher rental rate.

### Rental Space Use Limitations

**ACC** seeks to provide *the community* access to affordable, high-quality facilities. In order to maximize the availability of its rental space, the Community Center reserves the right to place limits on the use of its public meeting rooms.

Those limits are enumerated below:

- **ACC** prohibits use of candles (including those on birthday cakes) or any open flame. Without exception, common area furniture may not be used as part of a rental event set-up.
- Loose confetti and glitter may not be used as decoration in any of our rental facilities.
- Absolutely no decorations may be hung *in the center, except from the bulletin boards*.
- Storage of items before and after events is permitted.
- ACC is unable to sign for deliveries of items for rental events.

### How to Request Rental Space

**Step 1.** Pick up a Meeting Room Use Request Form from ACC's *Reception* Desk or download a copy of Experience, Inc.'s website at [www.experienceinc.org](http://www.experienceinc.org). ACC cannot reserve any rooms until a form is submitted.

**Step 2.** ACC will process the request and notify you by mail within one (1) week regarding the availability of space. If the requested rental space is available, the user will receive a rental invoice, liability waiver, and room setup worksheet in the mail. No reservations are guaranteed until you receive this information.

**Step 3.** Return the bottom portion of the invoice, along with payment and signed liability waiver to ACC by the due date indicated on the invoice. Setup information should be provided at least three (3) weeks before the event.

### Third – Party Rentals

Rental patrons may not book Community Center rooms for the purpose of renting them to another party (“third-party rental”). In addition, *members* may not allow *non-members* or organizations to use their *membership to obtain a lesser rental fee*. Violation of these policies will result in the loss of rental privileges for all parties involved.

## **Advertising Your Event**

All material publicizing events to be held at the Community Center that are not co-sponsored by ACC must contain the following disclaimer. **“This event is not sponsored by Experience, Inc., the Allegheny Community Center, its Board of Directors, staff.”**

## **Rental Agreements and Payment Terms**

Rental Agreements must be signed and returned to the Center by the due date listed on the invoice. Payment is due in full at the time the Rental Agreement/Liability Waiver is signed.

**Reservations for which a signed rental agreement and payment have not been received are subject to cancellation at the discretion of the Community Center.**

ACC reserves the right to assign an alternate room for functions in the event the room originally designated for such function is unavailable or deemed inappropriate in ACC's sole opinion.

## **Room Capacities**

ACC has worked with the City of Warren City to establish the maximum capacity for each meeting room. Exceeding the posed maximum occupancy load constitutes a criminal offense punishable by a fine and/or jail. Please note that room capacities will vary depending upon the room setup arrangement chosen. Under no circumstances may any furniture or equipment block exit doors. Common areas of the Center may not be used as “overflow” space for events.

## **Noise**

The ACC reminds you that the Center is a multi-use facility. Additionally, please remember that the ACC facility is located near residential areas.

**Events featuring live music, amplified music and/or DJs require prior approval.**

Restrictions on the volume of music or other noise generating activities will be maintained to permit multiple activities to occur simultaneously and to allow the front desk telephones to be answered. A decibel meter may be used to establish a reasonable noise level. Those rental patrons who fail to comply with requests from ACC staff to maintain an acceptable noise level risk having their event terminated and future rental agreements revoked. Please note that due to the design of the facilities, ACC cannot guarantee that you will not hear some noise from other events in adjacent rooms. In certain instances, in order to avoid potential noise conflicts between events, ACC may not rent out rooms when there are events booked in adjoining rooms. Therefore, even if rooms appear to be open on the calendar, they may not be available for rental.

For events with children in attendance, parents are required to supervise their children at all times. Children are expected to remain in the rooms that have been rented for the event. Children under the age of 12 are not permitted to be in common areas without adult supervision due to the potential of disruption to other events. Running and horseplay are strictly prohibited. The ACC Code of Conduct must be followed at all times.

## **Code of Conduct**

**The Allegheny Community Center maintains a Code of Conduct which is on display in each of the rooms. It expresses the general behavioral standards we expect from all persons that use our facilities.**

## **Event Times and Room Setup/Cleanup Times**

ACC Maintenance staff will set up all meeting rooms, based upon the set-up information provided, prior to all rentals. In addition, they will remove the tables and chairs following each event and also take care of any custodial needs.

**Any setup and cleanup time you may need for your event**

**must be factored into your booking request.**

All rooms will be locked except when in use for classes or rentals. You will not have access to the space you've rented prior to the start time indicated on your rental agreement. The person who signs the rental agreement must check in at the front desk upon arrival and will serve as the point of contact during the course of the event. All rooms must be vacated by the stated end time on the rental agreement. Since ACC hosts multiple events daily, the turnaround time between events is needed for our maintenance staff to prepare the room for the next class or rental. Failure to vacate rental space on time may result in loss of future rental privileges. Without exception, all patrons must be out of the facility by closing time.

**Kitchen Use**

Kitchens are available for rental *only when renter uses an ACC approved caterer (a list of caterers will be provided)* and includes stoves and ovens, refrigerators, freezers, microwaves, sinks, dishwasher and ice machine. Please note that the kitchen facilities are designed for the final preparation, storage and warming of food. Any use of the kitchen facilities – with the exception of obtaining ice – is strictly prohibited unless it has been rented as part of your event.

**Alcoholic Beverages**

ACC does permit patrons to serve alcohol at rental events. For events where attendance is restricted to family members and/or guests, no license is required. However, for any event at which alcohol is being served, there must be a registered/licensed bartender to serve the alcoholic beverages. It is the responsibility of the renter to secure the required licensed bartender. For a list of registered/licensed bartenders, contact ACC.

**The possession or consumption of alcoholic beverages by any person under the age of 21 is prohibited by law.**

**Parking and Unloading**

**Please observe the 'No Parking' signs posted in the parking lot.**

**Fee Waiver**

Fee waivers may be granted in cases where the rental fee would prohibit offering a unique and beneficial service that enhances the Center's programs and is unavailable elsewhere in the community. Fee waivers are granted at the discretion of the Director on a booking-by-booking basis. Requests must be submitted in writing.

**Refund Policy**

ACC will issue refunds for cancelled reservations according to the following schedule:

- More than 21 days before the scheduled reservation.....100%
- 14 to 21 days before the scheduled reservation.....50%
- Less than 14 days before the scheduled reservation..... 0%

Reservations must be cancelled in writing using the ACC Cancellation /Refund Request form. Refunds are issued by Experience, Inc. in the form of a check and sent by mail within four (4) to six (6) weeks.

**Inclement Weather Policy**

In the event of inclement weather, please call the Allegheny Community Center at 814-723-3237 to determine our operating status. Current information is generally available after 8 am. Please note that ACC follows the Warren Area School District operating decision during inclement weather.