



**BOROUGH OF LEETSDALE**  
**373 BEAVER STREET, SUITE A, LEETSDALE, PA 15056**  
**724-266-4820 FAX: 724-266-7530**

**COMMUNITY ROOM RENTAL AGREEMENT**  
**PLEASE PRINT**

Applicant's Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Email address \_\_\_\_\_  
 Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ AM / PM End Time \_\_\_\_\_ AM/PM  
 Alcohol Permit? \_\_\_Yes \_\_\_No Additional Hours Requested? \_\_\_Yes \_\_\_No  
 Nature of event \_\_\_\_\_

**PLEASE NOTE THAT YOUR KEY FOB WILL BE PROGRAMMED FOR THE HOURS YOU SPECIFY. ONCE YOU HAVE UNLOCKED THE BUILDING DO NOT LEAVE IT UNATTENDED UNTIL YOUR SPECIFIED END TIME IS COMPLETED. LEAVING THE BUILDING UNATTENDED WILL RESULT IN A NON-REFUNDABLE DEPOSIT. THANKYOU FOR YOUR COOPERATION.**

**SEE PAGE 2 FOR FURTHER KEY FOB INSTRUCTIONS. *FOB # ISSUED* \_\_\_\_\_**

FREE Wi-Fi Passcode: LBCRLBCR

I have read and understand the Leetsdale Borough Building Information and Fees for Recreational Use document, agree to the terms and conditions it sets forth, and agree to fully abide by its contents. I further agree to assume full financial responsibility for any damage or loss to the facility. If any damage or loss occurs, I agree to pay for any and all costs of the damage in full.

I, the undersigned, acting on behalf of all participants, both individually and collectively, hereby absolve and agree to indemnify and to hold harmless Leetsdale Borough, its officials, agents, employees, and volunteers, from and against all claims and/or any liability whatsoever arising from the use of these facilities and/or buildings. I accept this condition in return for the use of the Leetsdale Borough Community Room Facilities on the day and times I have requested above.

\*\*\*Please note that you are subject to a fee in the event of a False Fire Alarm.

\_\_\_\_\_  
 Applicant's signature

\_\_\_\_\_  
 Date

## CLEANING PROCEDURES

1. Remove all debris, table coverings and tape from tables.
2. Clean spills and crumbs off tables and chairs. Wipe tables with damp cloth.
3. Sweep the entire Community Room, foyer, kitchen, and restrooms. Mop as needed.
4. Do not fold up tables and do not stack chairs. **RETURN THEM TO THE POSITIONS YOU FOUND THEM IN.**
5. Clean all spills and crumbs from (on and inside) stove, refrigerator, microwave, sinks and countertops. Wipe all countertops and cabinets as necessary.
6. Make sure restroom sinks, toilets and urinals are clean and in the same or better condition than before your event began.
7. Pick up all trash in and around the patio and around the perimeter of the building including cigarette butts. **THIS IS A SMOKE FREE BUILDING INCLUDING RESTROOMS.** All smoking is to be done outside in the designated areas only.
8. Remove used trash bags from the receptacles. Trash must be tied and free from tears and leaks. Place near the janitor's closet in the hallway by the restrooms.

Cleaning supplies can be found in the kitchen and must be returned to their proper location after use.

\_\_\_\_\_ I WILL clean the facility immediately following my event and all cleaning will be completed before I vacate the building (no later than closing time). I understand that if the facility is not cleaned according the above procedures and completed before I vacate the building, my entire security/cleaning deposit will be forfeited.

\_\_\_\_\_ I WILL NOT clean the facility immediately following my event. I understand that my check for cleaning (\$150 residents—\$250 non-residents) will be added to my rental fee and that my deposit will be used to cover this cleaning fee.

I have read and understand the Leetsdale Borough Building Cleaning Acknowledgement and agree to the terms and conditions it sets forth.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

### KEY FOB (Frequency Operated Button)

You will need to pick up your Key FOB at the Borough Office the day before your event. You will be assigned a numbered FOB for which you will be responsible. It will have been programmed for the hours you requested on your application. The FOB will operate the Community Room, Main Entry (Beaver Street) and Main Entry (Broad Street) doors. Once you have fobbed (unlocked) a door, it will not lock until the End Time you specified on your application. **DO NOT LEAVE THE BUILDING UNATTENDED. If the Borough Office is closed, please pick up the phone outside the Police Department and ask for an officer to assist you.**

At the end of your function, please return the FOB by dropping it down inside the outdoor mail slot located to the left of the main Beaver Street entrance (next to the outdoor patio furniture). Upon return of the FOB and our approval of the condition of the Community Room, your deposit will be returned to you.

**Should your FOB not work, please pick up the phone to the left of the Beaver Street entrance to the Police Department and the police officer on duty will gain entry for you.**

### **FOR OFFICE USE ONLY**

**FEE PAID \$** \_\_\_\_\_ **DEPOSIT PAID \$** \_\_\_\_\_ **DATE PAID** \_\_\_\_\_

**PAID VIA CASH** \_\_\_\_\_ **CHECK #** \_\_\_\_\_ **INSPECTED BY:** \_\_\_\_\_

**REFUND DEPOSIT: YES** \_\_\_\_\_ **NO** \_\_\_\_\_ **REASON:** \_\_\_\_\_

**REFUND TO:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **CHECK #** \_\_\_\_\_

**DEPOSIT CHECK: RETURNED** \_\_\_\_\_ **SHREDDED** \_\_\_\_\_ **INIATIAL** \_\_\_\_\_

## COMMUNITY ROOM AMENITIES, FEES & REGULATIONS

- ◆ **AMENITIES** Full use of the Community Room, hallway, restrooms, tables, chairs and kitchen. The maximum number of people allowed in the Community Room at one time is 100. The kitchen includes a refrigerator, freezer, stove and microwave.  
**Kitchen use is limited to warming only (no cooking). No more than (2) two electric roasters and a crockpot can be used at a time, due to circuit issues.**  
**If a Borough employee needs to be called in for a blown circuit, your security deposit will be forfeited.**  
**\*If you are using a caterer, D.J. or Act, please have them fax their proof of insurance to the Borough Office at 724-266-7530.**
- ◆ **PARKING LOTS** A parking lot is available for use on Broad Street, but not exclusively for your event. In compliance with ADA regulations, handicapped parking is available on Beaver Street with access by elevator to the lower level
- ◆ **HOURS** Friday, Saturday or Holiday: 9 a.m.—11 p.m.  
 Sunday through Thursday: 9 a.m.—10 p.m.  
 Clean up **is to be completed and the building vacated** by the above stated times.
- ◆ **APPLICABLE HOLIDAYS:** New Year's Day, Martin Luther King Day, President's Day, Valentine's Day, St. Patrick's Day, Memorial Day, 4th of July, Labor Day, Columbus Day, Halloween, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Eve. The Community Room is **not available on Election Day, the day before or after.**
- ◆ **MEETINGS ONLY** Up to 4 (four) hours \$40 per hour
- ◆ **NON-MEETING EVENTS** Resident : \$ 75.00  
 Non-Resident: \$200.00  
 \*Additional hours are at the rate of \$40 per hour and must be reserved and paid for a minimum of 10 days in advance of the event.  
 \*The Rental Agreement must be completed, signed and submitted with the reservation deposit.
- ◆ **ALCOHOL PERMIT** **Beer & wine only \$25**
- ◆ **SECURITY DEPOSIT** Residents \$150 (separate check)  
 Non-Residents \$250  
 \*This deposit is refundable if the facility is cleaned according to the Cleaning Procedures (Page 2) and no damage or False Fire Alarm has occurred.  
**NOTE: If a False Fire Alarm is issued from the Community Room or adjacent areas that you have access to during your event, \$100 will be withheld from your Security Deposit for the False Fire Alarm Fee.**
- ◆ **CANCELLATIONS** A 5 (five) day cancellation notice is required—fees will be refunded. After that only the Security/Cleaning Deposit will be refunded.
- ◆ **RETURNED CHECKS** If your check is returned by the bank unpaid, a \$40 service fee will be added to your reservation, which then must be paid in cash or money order along with your Security/Cleaning Deposit within 2 (two) days or your reservation will be cancelled.

# COMMUNITY ROOM

## AMENITIES FEES & REGULATIONS

### RULES AND RESTRICTIONS

- ◆ **GUESTS:** Only those individuals authorized by the renter are permitted in the building. A minimum of one adult, age 25 years or older must be in attendance at all times.
  - ◆ Children under the age of 18 must be supervised by an adult at all times.
  - ◆ The renter must adhere to the maximum occupancy of 100 persons.
- ◆ **NATURE OF THE EVENT/ACTIVITY:** Leetsdale Borough reserves the right to limit and/or refuse certain types of events or activities in the facility. Permitted events are weddings, receptions, rehearsals, reunions, birthdays, graduations, Super Bowl, retirement, business/sales, wakes, meetings (networking, boy/girl scouts, business, non-profit, etc.) Any activities unrelated to these events are subject to additional fees and/or eviction from the facility.
- ◆ **CONDUCT:** The renter is solely responsible for their guests and must conduct their event in an orderly fashion and in full compliance with any borough rules, regulations, policies, and ordinances. The Borough reserves the right to expel any person from the building for violations and the renter will forfeit all renter fees, cleaning deposits and may also be subject to fines and/or other liability.
- ◆ **ALCOHOL: NO ALCOHOL** without a permit. Only Wine and Beer are allowed with the alcohol permit. **Alcohol is only permitted inside the building.** Alcohol may not be served during the last hour of the event. The renter is solely responsible and assumes any and all legal liability for serving alcohol to any attendee at their event. Alcoholic beverages consumed in any other area will subject both the renter and the violator(s) to fines and penalties as prescribed in the Leetsdale Borough Code and/or in applicable State Statutes. Renter may not charge or collect fees for service or provisions of alcohol at an event.
- ◆ **MUSIC:** Music must be kept at a reasonable volume so as not to “Disturb the Peace”. Music must end 30 minutes prior to the end of the event.
- ◆ **DECORATIONS & SIGNAGE:** All decorations are restricted to the tables and/or must be freestanding. Use of unusual decorations must be approved by the Borough. Nothing may be affixed to the walls or ceiling. Candles must be enclosed. Only tape is permitted to secure tablecloths. If an event requires signage, it must be approved by a designated representative of the Borough. All decorations and signage must be removed immediately following your event. **BALLOONS:** Use of un-tethered helium balloons is strictly prohibited. Helium balloons must be tethered and/or weighted and must not exceed a height of 6 (six) feet from the floor. Releasing helium balloons is strictly prohibited.
- ◆ **LITTER:** Litter including but not limited to, the throwing of rice, confetti, artificial petals, glitter, cigarette butts, etc. is strictly prohibited.
- ◆ **KITCHEN:** The kitchen is not to be used for cooking (warming only). All hot containers must be shielded by use of hot pads or similar devices. Cutting of food directly on counters without the use of a cutting board is strictly prohibited.
- ◆ **ACCESSORY MACHINES:** Use of fog machines, smoke machines and similar devices are prohibited.
- ◆ **ADMISSION FEES:** The renter is strictly prohibited from collecting an admission fee for any purpose.
- ◆ **EXTRA PROVISIONS:** Additional chairs, tables or other equipment must be discussed and approved in writing prior to the event by a designated representative of the Borough.
- ◆ **PHOTOGRAPHY:** Leetsdale Borough reserves the right to photograph and/or video tape events for promotional purposes.
- ◆ **SMOKING: NO SMOKING inside the building, including the restrooms.** Smoking outside the building is permitted in the designated area. Act 27 of 2008, The Clean Air Act (CIAA) regulates smoking in public places and workplaces across the Commonwealth of Pennsylvania.
- ◆ **SUPERVISION:** Leetsdale Borough reserves the right to have a building supervisor in attendance during the event.
- **GARBAGE and TRASH** is to be bagged and placed in the rectangular receptacle outside building.
- ◆ **Leetsdale Borough reserves the right to amend these policies and fees at any time, and renters shall be bound by the policies in effect at the time of the event.**