



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. \_\_\_\_\_ Email \_\_\_\_\_

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: \_\_\_\_\_

\*This will determine when the main doors will unlock/lock for your event.

*By applying for this permit, the applicant assumes all responsibility for any damages to the Community Center, and for clean up of the rented area and removal of trash to dumpsters. All damages that occur as a result of this rental or failure to clean up the area or removal of trash, you, as responsible party, shall be notified and cost for such damages shall be due and payable to the Borough of Crafton within thirty (30) days of such notice, and subject to prosecution. A security deposit of \$100.00 is required with the rental fee at the time of booking. All rentals include use of the kitchen area. If the rental area is not left in accordance with the Rules and Rental Policy the security deposit refund will not be issued. Furthermore, the Applicant is aware that **NO ALCOHOL** may be brought into the premises. **CANCELLATION POLICY: No refund will be issued for cancellations made less than seven (7) days prior to the scheduled rental.***

Date of Application: \_\_\_\_\_ By \_\_\_\_\_

-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 - \$400.00 Fee\*

C. [ ] Private, Commercial, or Business Groups - Resident Rate: \$250.00\* / Non-Resident Rate: \$500.00\*

\*Deposit (\$100.00) and Rental Fee is required in FULL at time of Booking

Application Approved by \_\_\_\_\_ Date: \_\_\_\_\_

# **Crafton Community Center**

## **Rules of Use and Rental Policy**

**All Groups must observe the Rules of Use and Rental Policy.**

The rental of rooms will not conflict with any municipal activity.

1. All fire regulations must be observed, including:

- Keeping all exits clear at all times
- No smoking
- Posted maximum room capacity.

2. **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.

3. **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.

4. Any equipment to be brought into the building must be listed on the application form, and meet with the approval of the Borough.

5. 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.

6. Rentals are subject to the Current Fee Schedule. This Schedule includes fees per classification; A, B or C. A Security Deposit is also required. No refund will be issued of a Security Deposit in the event any Applicant fails to follow the rules of this Rental Policy. Deposit refunds will be issued at the Council Meeting following your event date.

7. **NO ALCOHOL** is allowed on the premises.

8. Anyone violating policies will be subject to immediate expulsion from the building and forfeiture of all money.

**CANCELLATION POLICY:** 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:

#### **Cooking of food or frying food is not permitted in the kitchen.**

The stove/oven is to be used for heating or reheating only.

No leftovers may be left in the kitchen or refrigerator.

Use of Borough equipment, utensils, etc. stored in the kitchen is not permitted.