

Township of Hampton
Department of Community Services

Indoor Multipurpose Community Center Facility RENTAL PACKET

Includes...

Facility Description
Facility Rental Information
Facility Rental Fees
Facility Rules and Regulations
Facility Floor Plan

Department of Community Services

3101 McCully Road
Allison Park, PA 15101
(412) 487-7870 x 370 or (724) 443-7585 x 370

Facility Coordinator office hours: Monday-Friday, 8am-4pm
Appointments scheduled during this time.

***Rentals are available before, during, and after posted facility hours.**
Facility Hours are subject to change

***FACILITY HOURS OF OPERATION**

SUMMER (begins June 1st)

| | |
|-----------------------|---------------|
| Monday through Friday | 8:00am-8:00pm |
| Saturday | 8:00am-4:00pm |
| Sunday | CLOSED |

FALL (begins day after Labor Day)

| | |
|----------------------------|----------------|
| Monday & Friday | 8:00am-9:00pm |
| Tuesday-Wednesday-Thursday | 8:00am-10:00pm |
| Saturday | 8:00am-6:00pm |
| Sunday | 12noon-4:00pm |

WINTER/SPRING (begins January)

| | |
|----------------------------|----------------|
| Monday & Friday | 8:00am-9:00pm |
| Tuesday-Wednesday-Thursday | 8:00am-10:00pm |
| Saturday | 8:00am-8:00pm |
| Sunday | 12noon-4:00pm |

Hampton Township Department of Community Services INDOOR MULTIPURPOSE COMMUNITY CENTER

FACILITY DESCRIPTION

GREAT ROOM (A)

- 1,975 Square feet
- capacity of one hundred people
- optional table and chair setup
- kitchenette available
- projection screen
- sound system
- carpeted floor
- glass window wall overlooking park
- heat/serve kitchen available for rent in addition to room
- located on the east side of facility

GREAT ROOM (B)

- 1,975 Square feet
- capacity of one hundred people
- kitchenette available
- projection screen
- optional table and chair setup
- sound system
- carpeted floor
- glass window wall overlooking park
- located on the east side of the facility

GREAT ROOMS A and B MAY BE RENTED TOGETHER or SEPERATELY VIA MOVEABLE WALL

DANCE & AEROBICS ROOM

- 1,430 Square Feet
- wall mirrors with adjustable bar
- wood floor
- sound system
- located north of the men's and women's locker rooms
- capacity 30

ACTIVITY I

- 625 Square feet
- ideal for smaller groups
- extended glass wall
- optional table and chair setup
- kitchenette available
- tile floor
- located across the hallway from the gymnasium
- capacity 30

ACTIVITY ROOM II

- 1050 square feet
- ideal for small groups
- extended glass wall
- optional table and chair setup
- storage cubbies
- kitchenette available
- tile floor
- located across the hallway from the gymnasium
- capacity 60

GYMNASIUM

- 12,100 Square Feet
- full, half and quarter courts
- two full size basketball courts
- two full size volleyball courts
- six badminton courts
- twelve basketball hoops (4 adjustable hoops)
- two multipurpose scoreboards
- three gym floor division screens available
- located on northern side of facility

ADULT LOUNGE

- lounge furniture
- television
- kitchenette available
- casual seating capacity – 15
- use capacity – 30
- table and chairs
- private bathroom

INFORMAL GATHERING AREA *(available for rent after hours)*

- fireplace
- patio accessibility
- comfortable, casual seating
- located between Youth and Senior Lounges
- Maximum Capacity 35

FACILITY RENTAL INFORMATION/ RULES AND REGULATIONS

- Rentals are available before, during, and after posted facility hours. Please speak to the Facility coordinator regarding specifics of your needs
- Resident reservations and or rentals will be accepted up to 2 years in advance, Non Resident may reserve 18 months in advance
- Renter must meet with the Facility Coordinator, by appointment, Monday-Friday-8am-4pm, to confirm rental date and location along with any additional renter requests
- If renter chooses to make a reservation by phone, he/she has 7 business days to meet with the Facility Coordinator by appointment to confirm and finalize rental information. Each tentative reservation will be held for one (1) 7-day period
- Approved rental shall be restricted to the areas identified on approved facility rental permit
- The facility rental fee and security deposit (separate check are required) must be paid at the time of the reservation. Check or cash for the security deposit will be returned, provided no extra clean-up work or repair is not necessary following use. Should the security deposit not be sufficient to cover all clean-up/repair, renter will be billed for the difference. MasterCard and Visa accepted.
- To avoid the loss of the security deposit-please be sure to clean-up and properly dispose of all supplies and material such as decorations (balloons, food products, utensils and container's)
- All security deposit checks should be post-dated to coincide with each facility rental date of use to avoid the loss of the security
- Entry and exit via main entrance only
- The permit holder is responsible to clean the area at the end of each use and deposit liter in the appropriate receptacles. (Please break down empty boxes)
- A charge for actual labor will be billed to the permit holder when more than normal clean-up is necessary and not covered by the security deposit
- The permit holder must be 21 years of age or older and remain on site during the entire rental time
- Not permitted confetti, glitter, hanging items on walls or from ceilings, use of thumb tacks, staples, tape on walls, ceilings, tables or chairs

- Alcoholic beverages are only permitted in approved facility areas. ABC permit fee is \$32.00
- ABC permit holder must be at least 21 years of age
- Renter must apply for a Township Alcohol Beverage permit no later than seven business days prior to rental date if alcohol is desired at event
- Use of candles or similar items require prior approval by Facility Coordinator prior to rental date. Candles cannot be in close proximity to window curtains, table decorations/center pieces
- Access only permitted to area(s) noted on rental form, (ex: Community Lounges and Gathering Area)
- No loitering inside or outside of the building
- No smoking in the facility-only in designated outdoors areas
- No parking in the Fire Zone or drop off zone
- All caterers are to move vehicles immediately from drop off zone as soon as all items are unloaded and delivered
- All caterers/vendors the renter chooses to use during rental MUST provide DCS with a Certificate of Liability Insurance, Product Liability Insurance and/or Employee Liability Insurance and/or must sign a Township of Hampton Hold Harmless Agreement prior to date of rental
- Caterers are NOT ALLOWED to pull behind the Great Rooms with any type of vehicle unless Approved by the Facility Coordinator

- Caterers must always protect our patio and grass area and are responsible for all clean up outside. No product of any kind is allowed to be dumped on the grass, caterer must take all waste products with them
- Caterers must provide their own tables and etc. Community Center furniture is ALWAYS TO REMAIN IN THE COMMUNITY CENTER NO FURNITURE IS PERMITTED OUTSIDE.
- After hours renters are responsible for monitoring the main entrance for admission of their quest
- Fog machines, bubble machine, etc. are not permitted without advance written permission from the Dept. of Community Services
- If kitchen/kitchenettes are used, they must be cleaned and left in the condition in which renter found it to be upon arrival. Renter will be billed for any missing items
- Temperature Thermostat's are set on appliances in Heat & serve and are not to be changed
- Do not leave appliances (range, oven, microwave, etc.) on, unattended
- DCS will not be responsible for food, products, etc. dropped off prior to the rental date/time or left after the rental time
- Children under the age of 10 years old must be accompanied by an adult 18 years or older at all times while in facility
- Any damages occurring during the rental to facility or Department of Community Services (DCS) property will be the responsibility of rental permit holder
- Patrons must be familiar with Community Center rules and regulations for each area of facility during use
- DCS programs have Priority use over all non-rental areas
- Thermostats in the Great Rooms are not to be touched
- Curtains in the Great Rooms are to be handled by the Facility Manager at all times
- Lighting in the Great Rooms are to be handle by the Facility Manager at all times
- CD player is to be handled by the Facility Manager at all times
- Heat & Serve Kitchen is not a COOKING KITCHEN JUST HEAT & SERVE which means items can only be heated up
- All individuals entering the facility must check in at Service Desk
- No skateboarding or rollerblading inside or on sidewalk of Community Center
- Individuals 9 years old or younger must be accompanied by an adult 18 years of age or older
- Profanity, fighting or general misconduct will not be tolerated
- Library is operated independently, contact the Hampton Community Library at 412-684-1098 for hours of operation
- DCS reserves the right to ask for ID from a patron at any time.

IMPORTANT RENTAL SETUP DECORATION NOTE

Often due to previously scheduled rentals or DCS programs Community Center rooms are not available the day/evening before your rental date for pre-event setup and/or preparation. However, if the room(s) you have rented have not been scheduled for use immediately prior to your rental date/time you MAY BE ABLE to arrange with the Facility Coordinator an advance setup time. This can only be done with the permission of the Facility Coordinator. If advance setup time is available, the Facility Coordinator will establish a specific setup time line with you.

Facility Rental Rates:

Facility Rental Hourly Rates

(First fee Residents/Second fee Non-Residents)

| <u>AREA</u> | <u>FEES</u> |
|---|---------------------------|
| Great Room A or B | \$85/100/hour |
| Great Rooms A & B | \$175/198/hour |
| Gathering Area | \$48/60/hour |
| Activity Room I | \$42/55/hour |
| Activity Room II | \$48/60/hour |
| Gymnasium (Full) | \$88/100/hour |
| Gymnasium (Half) | \$48/60/hour |
| Gymnasium (Quarter) | \$25/40/hour |
| Aerobics / Dance Room | \$42/55/hour |
| Adult Lounge | \$42/55/hour |
| Dance Floor | \$40.00 |
| Alcohol Beverage Consumption Permit (ABC) | \$32.00/event rental date |

BEFORE & AFTER HOURS RENTALS require \$30.35/hour additional fee to cover DCS supervisory and custodial staff

Facility Rental Package Rates

(First fee Resident/Second fee Non-Resident)

| | 3 Hours | 6 Hours | 8 Hours |
|-----------------------------------|----------------|----------------|----------------|
| Great Room A or B | \$230/290 | \$465/560 | \$585/760 |
| Great Room A & B | \$465/585 | \$700/865 | \$815/1,050 |
| Activity Room I | \$110/160 | \$175/210 | \$260/300 |
| Activity Room II | \$115/160 | \$205/240 | \$290/330 |
| Gathering Area (after hours only) | \$115/160 | \$205/240 | \$290/330 |
| Kitchen (per use) | \$220 | \$220 | \$220 |

PACKAGE RATES include DCS supervisory & custodial staff.

NO ADMITTANCE will be permitted before or after rented times.

RENTAL SECURITY DEPOSIT is non-refundable and equal to 50% of total rental fee.

DAMAGE SECURITY DEPOSIT is \$200 and will be returned if not needed.

CANCELLATION OF RENTAL 50% of rental fee is non-refundable

CHANGE OF RENTAL DATE FEE 50% of rental fee is non-refundable

HOURLY RATES for all rental areas including gymnasium are available upon request.

WEEKDAY RENTALS Monday through 4 p.m. Friday will receive a 25% discount. (nonprime time facility hours)

WEEKEND RENTAL fees as noted above are in effect 4 p.m. Friday through closing Sunday.

Flexible Base Rate Pricing, Hampton Township Non-Profit Organization Pricing & Birthday Party Packages on following page...

GREAT ROOMS (A & B)

(accommodate up to 200 people)

ARE AVAILABLE FOR... **Wedding Receptions, Bridal Showers, Baby Showers, Family Reunions, Family Gatherings, Graduation Parties, Bar Mitzvahs, Christmas Parties, Halloween Parties, Valentine's Day Parties, Bereavement Gatherings, Business Meetings, Organization Meetings, etc.**

BIRTHDAY PARTY PACKAGES

Includes 3 combined, consecutive hours of use...

Activity Room I & ¼ of gym...\$90.00/140.00

Activity Room II & ¼ of gym...\$135.00/190.00

FLEXIBLE BASE RATE PRICING

Flexible Base Rate Pricing is available to renters during Non-Primetime Facility Hours (Monday– Friday, 4pm). Flexible Pricing is established on a case-by-case based on renter's needs.

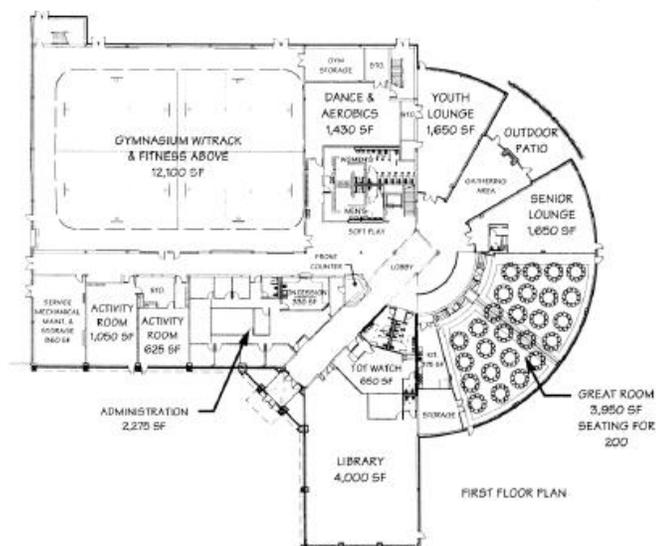
Call for details, 412-487-7870,

TOWNSHIP OF HAMPTON NON-PROFIT ORGANIZATIONS

- **Reduced facility rental fees are available to Hampton Township Non-Profit Organizations during non-primetime facility hours (Monday–Friday 4pm).**
- **Reduced fees are 50% of the regular hourly rates.**
- **These reductions do not apply to the Gathering Area or Gymnasium.**

Facility Floor Plans

FIRST FLOOR PLAN



MEZZANINE FLOOR PLAN

