

McKeesport Heritage Center

Facilities Rental Policy

Policy

The McKeesport Heritage Center (The Center) has made special provisions for the rental of the facility by community groups and organizations including: civic, service, churches, local business/industrial organizations, public and private schools, government organizations or by other groups that will enhance the mission of The Center. The Center provides this service to add to the cultural, educational, and ethnic enrichment these programs, events or exhibits provide to the community. Rental for individuals will be evaluated on an individual basis.

Overall authority for the rental of any individual area or rental of the entire facility resides with the Facilities Committee of the Board of Directors (Board) and the Executive Director.

The Center's events have priority over other events and groups.

Rental of the facilities should contribute to the general welfare of the members of the Center and the community.

Rental Guidelines:

1. The request for rental must be made at least one month in advance and must not conflict with the schedules of The Center or any other organization with previous approval.
2. The "Request for Rental Form" must be completed and signed by the person authorized by the organization or group and submitted to the Executive Director.
3. If the request is made for the rental of any part of the facility during normal operating hours, the regular activities of The Center will proceed as usual.
4. Smoking is not permitted in the facility, including entryways and vestibules.
5. The use of the facility is not to be used for the conduct of religious services.
6. There are to be no attachments to the walls or any part of the building structure.
7. Use of the facilities where minors are participants requires a minimum of one adult for every ten minors present for the event. Your group must provide these chaperones.
8. For rentals having an expected attendance of 25 or fewer, one staff member or volunteer must be present. For rentals with an expected attendance of over 25 people, or rental of more than one room, two or more staff persons or volunteers must be present.
9. The Center will not be responsible for securing the parking areas. If the rental party desires security of the parking lot, it will be their responsibility to make the necessary provisions.

10. Requests for special historical displays for the event should be made to the Executive Director of The Center and every effort will be made to accommodate the request if possible.
11. The use of the name McKeesport Heritage Center for any publicity must be for identification of the location only.
12. A monthly calendar is to be maintained by The Center's staff, and Calendar Committee, and reported to the Board of Directors at their monthly meeting.

Catering Guidelines:

1. The kitchen area is not to be used for the cooking of any food, only as a staging area.
2. If your event is to be catered, the catering company must be listed on your rental form. Any caterer you choose must provide a certificate of liability insurance and workers compensation insurance. It is your responsibility to contact the caterer and make all necessary arrangements, and it is also your responsibility to be sure the caterer provides the copies of their certificates in insurance. It is recommended that the caterer contact the staff at The Center during normal business hours to view the facilities and equipment available.
 - a. Some local caterers include: Executive Chef; Carriage Inn; Stratwood; Conrad's of Homestead; Twin Oaks; Stratigos; Woody's.
3. All supplies needed for the event are to be supplied by the rental party and/or caterer, with the exception of the tables and chairs available at the center, listed on a following page.
4. The serving of wine is the only liquor permitted on the premises and must be approved by the Board. The rental party must agree to accept full legal responsibility for serving wine. No other liquor or beer is permitted anywhere on the premises.

Fees and Payment Guidelines:

1. The Rental Fees are as follows:
 - a. On days The Center is open (Tuesdays, Wednesdays, Thursdays and Saturdays) the rental fee for the large meeting room is \$25 per hour, including the hours necessary for set up and clean up times, with a minimum of \$75.
 - b. On days The Center is closed (Mondays, Fridays and Sundays) the rental fee for the large meeting room is \$100 per hour, including the hours necessary for set up and clean up times.
 - c. An additional \$50 will be charged to have all rooms open and available for rent.
2. Half of the Rental Fee is due when the Request for Rental is submitted. The remainder of the fee is due on the day of the event.
3. A Security Deposit of \$50 is required at the time of the agreement. If the room is left in good order with no damages, the security deposit will be returned within one week of your event. The check for the security deposit should be a separate check and not included in the rental fee.

4. The rental party is responsible to leave the facility in the same configuration and condition in which they found it. If there is any damage or the room is left in poor condition, the rental party will be responsible to pay for damages and additional clean up costs beyond what the security deposit covers.
5. Following the approval of the rental by the Facilities Committee and the Executive Director, the "Facilities Rental" form is to be submitted and signed by an authorized representative of the rental party and a representative from The Center.
6. A copy of the rental policy and a copy of the signed "Facilities Rental" form will be given to the authorized representative of the renting organization
7. **Cancellation Fees:**
 - a. With more than 10 days notice -- \$25 fee
 - b. With less than 10 days notice -- \$50 fee
 - c. The cancellation fee will be deducted from the down payment. The remainder of the down payment will be refunded within 14 days following notification of the cancellation, and your security deposit will be returned at that time.
8. **Additional Rental Fees:**
 - a. Wireless Microphone System -- \$30
 - b. DVD / VCR with projector -- \$30
 - c. DVD / VCR with Television -- \$20
 - d. Laptop computer on podium -- \$25
 - e. Laptop Computer with projector -- \$50
 - f. Linen rental for tablecloths. Contact The Center for more details

Tables and Chairs available at no charge:

- 3 of 5 ft circular table
- 24 of 33" square card table
- 2 of 30" x 8 ft rectangular table (usually used in kitchen or in main room for laying out food)
- 90 of Chairs with cushioned seats
- 32 of Metal folding chairs

**Please contact The Center prior to your event to discuss how you would like the room arranged.

**McKeesport Heritage Center
Request for Facilities Rental**

Please complete all information and return this form to the McKeesport Heritage Center at 1832 Arboretum Drive, McKeesport PA 15132. All requests must be in writing and received thirty days prior to the event. Any questions, please contact The Center at 412-678-1832.

Date of Event _____ Estimated Attendance _____ Is event open to the public? _____

Name of Organization _____

Address _____

Contact Person _____

Phone _____ E-mail _____

If people call The Center to ask questions about your event, what contact information should we give them? _____

Title of event _____

Description and purpose of event _____

Facility Requested: _____ Meeting Room Only _____ Meeting Room plus entire Center

Time Event Begins _____ Time Event Ends _____

Access needed by what time? _____

Total number of set up and rental hours _____

on Monday, Friday or Sunday X \$100 per hour

on Tuesday, Wednesday, Thursday or Saturday X \$25 per hour

_____ Rental Fee

Additional Items Requested and associated fees: + _____

+ _____

+ _____

Total Rental Fee plus Rental Items = _____

Half of this fee is due with the rental application, and the security deposit is due on a separate check.

All Checks should be made out to The McKeesport Heritage Center.

Will Food Be Served? _____ Name of Caterer _____

** It is your responsibility to be sure that the Caterer provides a copy of their Liability Insurance.

Is this document attached? _____ If no, when will it be provided? _____

Are you requesting permission from the Board of Directors to serve wine? _____

Do you need the room set up lecture style or with tables? _____

Please remember to contact The Center with any set up requests.

***** As an authorized representative of the above named organization, I have received a copy of the Facilities Rental Policy of the McKeesport Heritage Center and agree to abide by the contents if those documents for the above named event.**

Signature _____ **Date** _____

For office use:

Request received by _____ Date _____

Request Approved by _____ Date _____