



2024 Moon Parks & Recreation

Rental Information for Schoolhouse Activity Center

CAPACITY

The event capacity for the Schoolhouse Activity Center rooms are as follows:
Community Room - max 48 persons, Fitness Room – max 25 persons, Classroom - max 30 persons
All Township ordinances must be followed.

RESERVATIONS

The Schoolhouse Activity Center rooms are available for rental of meetings, reunions, graduation parties, showers, birthday celebrations, and other events.

Reservations are accepted up to one year prior to event (first business day of the month.)

The Schoolhouse Activity Center is available to view by appointment only.
 To schedule an appointment or check availability, please call (412) 262-1703.

DEPOSIT

Amount of required deposit is **\$150.00** and is necessary to secure the request for rental. Cancellation prior to 90 days of the event, will result in a cancellation fee (\$75.00). If less than 90-day notice provided all fees and deposits will be forfeited. Should there be damages; the deposit will be used for the repair. If damages exceed \$150.00, the renter will be charged accordingly. The **deposit is in addition to the rental fee** and is refundable only if all conditions to this agreement are met.

FEES

		<u>4 Hours</u>	
Residents (Any person residing within Moon Township)	FEE	\$200.00	Weekend
	FEE	\$160.00	Weekday
Non-Residents (Any person not residing in Moon Township)	FEE	\$300.00	Weekend
	FEE	\$260.00	Weekday

Rental fees are based on a four (4) consecutive hour usage of approved rental time, between 11 a.m. & 11 p.m.

Additional Fees:

Additional Rental Time	FEE	\$50.00 per hour
Alcohol (ABC) Permit	FEE	\$30.00

RENTAL OPTIONS

Rental fee includes one of the following options: Classroom, Fitness Room, Community room (includes kitchen), or Community Room (includes kitchen) and Fitness Room combo.

PAYMENTS/RENTAL TIME

Rental fee(s) and deposit will be paid in full and rental hours finalized at the time of signing the agreement. All payments must be in the name of the renter on the agreement.

Facility Rules & Renter Responsibilities

- **DOORS/ALARM:**

Doors will be scheduled to open at the start of your event hours and lock at the end of your event hours. **The alarm will activate 15 minutes after the end time of your event hours.** Please call the police non-emergency number at 412-262-5000 if any assistance is needed.
- **RENTAL TIME:**

The Schoolhouse Activity Center rental includes a four (4) hour period, which must be used consecutively on the same day between the hours of 11 a.m. and 11 p.m. There will be NO exceptions without prior approval. Facility cannot be left unattended at any time. The deposit will be forfeited if renter leaves the facility unattended before the building is locked.
- **SETUP:**

ALL rental equipment, personal belongings and decorations must be set-up during rental period.
- **EQUIPMENT:**

Tables and chairs are provided to be used inside the building only. Use of the tables & chairs outdoors is strictly prohibited. If center's equipment is used outdoors, renter will lose the deposit. Chairs and tables are not permitted in the fitness room. All furniture must be returned to the original location by the end of rental time. Refrigerator, heating cabinet and freezer are included in Community Room rentals. The Township of Moon is not responsible for damage or theft to any equipment or supplies of the renter, guests and vendors.
- **DAMAGE/SECURITY DEPOSIT:**

The renter is responsible for the behavior of all guests. If damages exceed the damage/security deposit, the renter will be charged in addition for those repairs. If the vendors are in violation at any time of any rules, the renter will be held responsible and the deposit will not be refunded. If all conditions are met, the deposit refund will be returned to the renter (to credit card used to pay deposit or by check in mail) within forty-five (45) days after the rental.
- **CIRCUIT BOX:**

Circuit box is located in the middle of the building in the janitor's closet.
- **DECORATING:**

NO NAILS OR THUMB TACKS are permitted. Masking or painter's tape can be used. Remove all tape at the conclusion of the event. "Command" strips/hooks (or similar product) may be used if installed properly and removed by the end of rental time. Any cost of damages will be taken from deposit.
- **SUPPLIES:**

Restroom supplies and trash bags will be provided along with cleaning supplies/equipment for use during rental. Renters must supply all other miscellaneous items such as linens, etc.
- **OFF LIMITS:**

Rooms that are not rented are off limits.
- **NON-SMOKING:**

The facility and grounds are **TOBACCO-FREE** zones including "vaping" and e-cigarettes according to Township Resolution R-28. **All Federal, State, County and Local laws will apply.**
- **GROUNDS:**

Absolutely **NO** temporary structures are permitted to be erected without permission from MPR and written approval. The grounds include the open grass area behind center.
- **PARKING:**

Parking is only available in the main parking lot and the Handicap parking lot at the entrance. Absolutely **NO** Parking on the grass.
- **EMERGENCIES:**

Dial 911 For Emergency. Fire extinguishers and AED devices are located in the middle of the facility. Staff is on call for non-emergencies.
- **CONFETTI, GLITTER, BIRD SEED, RICE, FLOWER PETALS, INFLATABLES, AND OPEN FLAMES ARE NOT PERMITTED.**
- **BEFORE END OF RENTAL TIME:**

All center's equipment should be returned to its proper location and rental equipment, decorations and personal belongings removed. Clean all surfaces including tables and countertops. After cleaning the tables, chairs should be placed upside down on top them. Empty and turn off the heating cabinet. Bag, tie and place garbage inside the foyer at the back of the facility. Any trash that does not fit inside the cans should be left in the foyer as well. **DO NOT** put garbage on the porch as the animals will get into it. Trash bags are provided.

Please note: MPR will only discuss event details with and accept payment from the renter (s) listed on the Agreement.