

PUBLIC POLICIES FOR
The Friendly Community Center
6683 Route 191
Mountainhome, PA 18342
570 481-4330
(4/18/18)

Emergency Information:

In case of emergency -- **Dial 911.**

Building address is 6683 Route 191, Mountainhome, PA

Telephone: 570-481-4330

Wifi Select "GUEST"

Note that this information is posted on all telephone receivers.

General

All local laws and ordinances are strictly enforced.

Occupancy is limited to 58.

Smoking is not allowed inside The Friendly Community Center or within 50 feet of any entrance to the building. Smoking is permitted outside at the "smoker's pole" located to the right of the Main Entrance sign at the base of the walkway.

Prior authorization for any event involving consumption of alcohol must be obtained from the Board of Directors. Use must be in compliance with all state and local laws. Under no circumstances may alcohol be sold.

Gambling is not permitted. Any raffles or other small games of chance can only be held if the entity doing so has the required permits.

Firearms are not allowed on the property or in the building.

The only animals permitted are service animals defined under the guidelines by the ADA.

The Friendly Community Center is not responsible for any property left, lost, or stolen at the Center.

If groups of children are present, adult supervision must be provided at all times (ratio 3 adults to every 15 children and at least 2 adults at all times).

Operating Hours

Hours of operation are based on the program schedule published on The Friendly Community Center website at www.thefriendlycommunitycenter.org. Generally, the Center will be closed on New Year's Eve, New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas Day.

In addition, the Center will be closed any day the Pocono Mountain School District is closed due to inclement weather. This information can be found on local radio and television stations as well as www.pmsd.org. A snow shovel will be left at a pre-designated outside area. The Friendly Community Center will not be able to assure that parking area will be plowed during blizzard conditions or that building access will be cleared.

Kitchen Use

If any kitchen equipment is to be used, user must ask for instructions for use.

After each use the kitchen must be left clean. This includes the refrigerator, freezer, warming table, other appliances, counters, sinks, and floors. Users must remove and dispose of any food, beverages or other items. All dishes, utensils, and silverware must be washed, dried, and returned to their proper place. Countertops are to be left clean and dry and without extraneous items. Users are responsible

for making sure that water taps are turned off and that all garbage or trash is removed from the building when leaving. A fee will be charged for any cleaning required as a result of the user not abiding by proper cleaning policies.

Refuse Disposal

The facility provides trash receptacles to be used during an event or meeting. When leaving each group must empty and clean all trash receptacles and remove all of their trash from the building.

Fire and Safety

This building is protected by a fire alarm system. The use of candles (except for birthday candles), fireworks, smoke, or faux-smoke generating devices is prohibited. At no time may fire protection devices be rendered unusable, including blocking fire extinguishers or fire alarm pull-stations, covering smoke detectors, or covering audio/visual alarm devices.

- Decorations must not be attached to any fire protection device.
- Marked exits shall not be blocked.
- When a fire alarm is activated, exit the building immediately in an orderly manner according to the illuminated exit signs. Re-enter only at the direction of Fire Department officials on site.
- No gas or electric grills are allowed anywhere on the grounds or inside The Friendly Community Center.
- Any malfunction or safety hazard must be reported immediately to Nicole Abrams (570) 460-4131 or Nancy Hooke at (610) 295-3656. In the event of an emergency, call 911.

Use of Lift

Lift may only be used with prior authorization. Training on lift operation is required prior to approval for use.

Behavior

Members of the Center, renters, their guests, and those using the Center under any circumstances are expected to be considerate of others, to speak and behave respectfully, and to avoid damaging the furniture, fixtures, interior and exterior of The Friendly Community Center. Any infraction of this policy may lead to suspension of the privilege of using the Center and prosecution for damages.

Space Use and Rental

The Center is available for rent to community organizations, businesses, and individuals on a "first come, first served basis." Events sponsored by the Center itself take priority over all other events.

- See Appendix A for fee schedule, deposit requirements, cleaning fee (if needed), and audiovisual and computer equipment use fee.
- Setup time and cleanup time are part of the total rental/use time.

The building must be left in the same condition in which it was found. The Program Champion, Club Leader or Lease applicant will be responsible for any janitorial charges needed to restore the Center to its original condition upon completion of use. (Refer to Appendix B). Whether a space rental fee is paid or waived, users must obey local laws and abide by all public policies for the use of The Friendly Community Center, and in addition:

- Items may not be sold, exhibited, or displayed without prior permission.
- No posters, signs, streamers or other decorations may be applied to walls, doors, floors or any other surfaces using tape, tacks, pins, staples or any other method.

- Picture hanger system may be used upon special agreement including liability for any damage due to its use.
- Using or throwing items such as silly string, glitter, rice and other materials which are difficult to remove is prohibited.
- Furniture belonging to The Friendly Community Center may be moved to suit the user's purposes, with prior approval. Furniture must be returned to the original configuration at the end of the user's event.
- Refer to clean-up checklist in Appendix B.
- Arrangements must be made in advance with the assigned building contact to open and lock the premises.
- Ten (10) parking spaces are available on the premises. If more parking is needed this must be arranged at least one week before the event/use/rental.
- Refunds of the Space Rental fee will not be made for cancellations made within 48 hours of the event's planned starting time. Full refunds will be made for events cancelled due to weather or closing of the Center.
- Applicant will be responsible for the cost of repair of any damage incurred during the use of this facility.
- Any adjustment to the room temperature and/or thermostat is prohibited. If any adjustments are required, please call the building contact person.

•Appendix A

Deposit: \$250 for all users, to be refunded promptly when a representative of The Friendly Community Center certifies that the building is clean and free of damage.

Cleaning fee: If the building is not properly cleaned, a fee of \$20 per hour will be assessed.

Audiovisual and computer equipment use: To be determined, based on equipment needed. Some equipment will require an additional technical support fee.

Appendix B

Cleanup Checklist

- ___ Wipe down and dry kitchen counters and sinks (if used).
- ___ Remove food and beverages.
- ___ Wipe down refrigerator, freezer, and all appliances (if used).
- ___ Clean up any and all spills.
- ___ Dust, mop, sweep or vacuum the floor as necessary.
- ___ Return all furniture to the state upon arrival- Roller chairs are for storing chairs and not to be used for seating. Chairs are to be stacked 7 high and upward.
- ___ Bag all trash, including that in bathrooms and other rooms and take with you.
 - All refuse drained of liquids.
 - Garbage wrapped in paper or similar material
 - Rinse cans, bottles, other food containers prior to disposal
 - Use recycling containers provided.
- ___ Close all windows and exterior doors.
- ___ Make sure water taps in restrooms and kitchen and steam tables and ovens are turned off.
- ___ Make sure TVs and stereo equipment are turned off.
- ___ Call Building Contact to confirm closing of facility.

Building Contact _____