

PUBLIC RENTAL POLICIES FOR
The Friendly Community Center(The FCC)
PO Box 604 Mountainhome, PA 18342
570 481-4330
(1/23)

Emergency Information:

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

Building Physical address is 6683 Route 191, Mountainhome, PA

Telephone: 570-481-4330

Wi-Fi Select "ASUS GUEST"

The exterior of The FCC is under 24-hour video surveillance.

General

All local laws and ordinances are strictly enforced.

Occupancy is limited to 55.

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 follow 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 always provided at all times (ratio 2 adults to every 15 children).

Weather Related Information

The FCC is not on a schedule for snow removal on the weekends. A snow shovel will be left in the foyer and ice melt to be used as necessary. 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. User is responsible to clean any equipment or area of the kitchen utilized during their rental period.

This includes the refrigerator, freezer, warming table, other appliances, counters, sinks, and floors.

Users must remove and dispose of any **food, ice, 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 before leaving. A fee will be charged for any cleaning required as a result of the user not abiding by proper cleaning policies.

Trash Disposal

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

and take with you. You may put **one** bag of trash in the receptacles outside, any other garbage must be taken with you. If you leave more than one bag of trash, you will be charged \$25 per bag.

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 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.

Fireplaces

Use of the fireplaces is prohibited and if you start manually, you will be charged a \$50 fee for our remote controls to be reprogrammed. You may request to use fireplaces for an additional fee.

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 deposit requirements, cleaning fee (if needed)
- Setup time and cleanup time are charged the same as a rental fee- \$50.00 per hour.

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. Any confetti must be completely cleaned up, please keep away from floor vents.
- Furniture (Chairs and folding tables) belonging to The Friendly Community Center may be moved to suit the user's purposes and **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 in addition to parking next door at the Magistrates office, excluding the spaces in front of rental apartment building.
- 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 check made payable to The Friendly Community Center, to be returned 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, ice and beverages.
- ___ Wipe down refrigerator, freezer, and all appliances (if used).
- ___ Clean up 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. One black bag of garbage may be disposed in our garbage cans located outside to the left of the elevator.
- ___ Close all windows and exterior doors.
- ___ Make sure water taps in restrooms and kitchen and steam tables and ovens are turned off.
- ___ Call or Text Building Contact to confirm that you are leaving the building. Nicole 570-460-4131