

# *Kevin M. Brozek Community Center*

Township of Indiana  
400 Crawford Run Road  
Cheswick, PA 15024

## COMMUNITY CENTER RENTAL INFORMATION

**Rental Rules**  
**Facility Rental Hours**  
**Rental Fee Structure**

**The Kevin M. Brozek Community Center is available for private rentals during the following hours...**

Monday-Thursday: 9am-9pm

Friday: 9am-11pm

Saturday: 8am-11pm

Sunday: 11am-9pm

Reservations for these facilities will be made on a first come, first serve basis and by appointment. Reservations will be recorded upon receipt of the fee, damage security deposit, completed Facility rental Permit, signed Rules and Regulations and Indemnification Statement. Remember, you may have to submit several checks: Damage Security Deposit, Rental Fee, etc.

**INDIANA TOWNSHIP  
TOWN HALL  
3710 SAXONBURG BOULEVARD  
PITTSBURGH, PA 15238**

**412/767-5333  
(FAX) 412/767-4773**

# Rental Rules

1. Indiana Township residents, organizations and businesses may reserve facility space up to one (1) year in advance from desired rental date. Non-residents, organizations and businesses may reserve up to six (6) months in advance from desired rental date. Resident ongoing rentals may be reserved one year from the first date of consecutive rentals and for a maximum of a 3 month period. Non-Residents may reserve 6 months from the first date of the consecutive dates for a 3 month period.
2. Renter must be at least 21 years of age.
3. Renter must be on premises during entire duration of rental.
4. Any requests for governmental use, other than activities sponsored by the Indiana Township Parks and Recreation Board, may be confirmed up to eighteen (18) months in advance from desired rental date.
5. Reservations will only be accepted in person and by appointment at the Indiana Township Town Hall during normal operation hours, Monday-Friday, 8:30am-4:30pm.
6. Phone-in or mailed reservation requests will not be accepted
7. At time of registration renter must submit rental fee (in full), damage security deposit and all necessary completed forms to confirm and finalize rental.
8. Renter must prove residency at time of payment (driver's license, tax receipt, etc)
9. Use of the Indiana Township Kevin M. Brozek Community Center and all associated facilities for the approved function shall be restricted to the area identified on the approved Facility Rental Permit.
10. The nature of the function and any related activity are limited to the event described in the Facility Rental Permit. Misrepresentations of intentions will be subject to additional fee or eviction from facility.
11. Approved rental shall be restricted to the area identified on approved Facility Rental Permit.
12. Any damages to facility/property will be the responsibility of approved Facility Rental Permit holder.
13. Renters/attendees must follow all facility rules while on property
14. Room is available for actual time rented. Early admission is not permitted.
15. Renter must provide Indiana Township with accurate and detailed intentions for use prior to Rental Permit approval.
16. All patrons under the age of 12 must be accompanied by an adult (18 or older) at all times while in or on facility property.
17. The permit holder is responsible for the overall supervision of rental event.
18. Indiana Township reserves the right to require police supervision at the expense of the applicant if deemed necessary
19. Renter is strictly prohibited from collecting fees associated with admission, concession, alcohol or any others in the facility or grounds of the Indiana Township Kevin M. Brozek Community Center. Exceptions will be made on a case-by-case basis.
20. Indiana Township reserves the right to amend these policies and fees governing the rental of the Indiana Township Kevin M. Brozek Community Center and all associated facilities at any time. The renters shall be bound by the policies and fees in effect at the time of the event.

***Policies are subject to change by recommendation of  
Indiana Township Parks & Recreation Board and Board of Supervisors***

# Rental Facilities & Fee Structure

**Recreation Room** CAPACITIES: 64 people seated at tables, 137 people auditorium style seating



Hourly Rate Resident: \$30.00/hour  
Resident 3 Hour Package: \$75.00 (additional hour(s) \$30.00)  
Resident 5 Hour Package: \$120.00 (additional hour(s) \$30.00)

Hourly Rate Non-Resident: \$40.00/hour  
Non-Resident 3 Hour Package: \$90.00 (additional hour(s) \$40.00)  
Non-Resident 5 Hour Package: \$130.00 (additional hour(s) \$40.00)

**Dining Room/Kitchen** CAPACITIES: 35 people seated at tables; 65 people auditorium style seating



Hourly Rate Resident: \$40.00/hour  
Resident 3 Hour Package: \$90.00 (additional hour(s) \$40.00)  
Resident 5 hour Package: \$130.00 (additional hour(s) \$40.00)

Hourly Rate Non-Resident: \$50.00/hour  
Non-Resident 3 Hour Package: \$120.00 (additional hour(s) \$50.00)  
Non-Resident 5 Hour Package: \$160.00 (additional hour(s) \$50.00)

**ALCHOL CONSUMPTION PERMIT:** \$25.00/date of event

**An additional fee of \$30.00 per hour for anytime before or after the following facility hours:**

**Monday-Thursday: 9am-9pm**

**Friday: 9am-11pm**

**Saturday: 8am-11pm**

**Sunday: 11am-9pm**

**This fee covers the cost of the maintenance of the facility and grounds following rentals that end after Community Center hours.**

## **Damage Security Deposit**

- Damage Security Deposit must be in the form of a check dated the date of the rental. If multiple dates are being rented, check must be dated the LAST rental date listed on Rental Permit
- Check must be in the amount of \$100.00
- Damage Security Deposit must be on file with all necessary rental paperwork to confirm rental date, location, time, etc.
- Damage Security Deposit will be mailed to renter the next business day following the LAST rental date if damages have not occurred.
- If damages occur during rental, damage security deposit will be used to make repairs, purchase replacement, etc. This will be done after renter notification. If additional costs occur to repair or replace, renter will be invoiced.

## **Cancellation Policy**

- If renter must cancel rental, renter will receive 70% of the Rental Fee and the \$100 Damage Security Deposit.

## **Change of Date Policy**

- If a renter must change the date of their confirmed rental 25% of the paid rental fee will be withheld; 75% of the paid rental fee will be transferable to new rental date.

## **Catering Policy**

- If the renter chooses to bring in a caterer to prepare and serve food, the caterer must provide Indiana Township with a copy of their **Liability Certificate naming the following as the co-insured...**

**Indiana Township  
Kevin M. Brozek Community Center  
400 Crawford Run Road  
Cheswick, PA 15024**

- If the renter chooses to have catered food delivered to their event, the caterer must provide Indiana Township with a copy of Product Liability Insurance naming Indiana Township as the co-insured.

- Certificates can be faxed to 412/767-4773 or mailed to Indiana township Town Hall, 3710 Saxonburg Boulevard, Pittsburgh, PA 15238, attention Community Services Coordinator. **All certificates must be noted with the renter's last name and date of event.**