

Welcome to
Indiana Township
TOWN HALL
COMMUNITY CENTER

Welcome to the Town Hall Community Center, located at
3710 Saxonburg Boulevard, Pittsburgh, PA 15238.



Entry into Town Hall Community Center

As you enter the Town Hall Community Center, you are greeted by a lovely lounge area available to all renters.



The Town Hall Community Room hosts up to 120 guests. This room is perfect for a large event such as a graduation party, baby shower, bridal shower or birthday party!



The Town Hall Classroom is an informal room that works well for smaller gatherings such as business meetings, classes, children's birthday parties and small luncheons. This room will host up to 40 guests.



The Heat and Serve Kitchen is an important amenity to renters. This area offers an ice machine, warming cabinet, freezer, refrigerator, prep table, microwave and multiple sinks.



The patio area is an open area to all renters. Well lit, this area has three picnic tables (ADA accessible) with umbrellas (weather permitting). The patio is the perfect place to relax and enjoy the outdoors.



*Township of Indiana
Town Hall
Community Center
Rental Information*

Facility Description • Facility Rental Information • Facility Rental Fees
Facility Rules and Regulations

If you are interested in renting space at the Town Hall Community Center, please contact the Community Services Coordinator at 412-767-5333 or by e-mail, hsammartino@indianatownship.com Monday-Friday, 8:30am-4:30pm to check availability.

*Township of Indiana
3710 Saxonburg Boulevard
Pittsburgh, PA 15238
(412) 767-5333
(412) 767-4773(fax)*

Let us help you celebrate!

Renter must agree to the following:

- Indiana Township residents, organizations and businesses may reserve 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.
- Renter must be at least 21 years of age and must be on premises during entire duration of rental.
- Any requests for governmental use, other than activities sponsored by Indiana Township, may be confirmed up to eighteen (18) months in advance from desired rental date.
- 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.
- Mailed reservation requests will not be accepted.
- At time of registration renter must submit rental fee (in full), damage security deposit and all necessary completed forms to confirm and finalize rental.
- Renter must prove residency at time of payment (driver's license, tax receipt, etc)
- Use of the Indiana Township facilities for the approved function shall be restricted to the area identified on the approved Facility Rental Permit.
- 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.
- Any damages to facility/property will be the responsibility of approved Facility Rental Permit holder.
- Renters/attendees must follow all facility rules while on property
- **Room is available for actual time rented. Early admission is not permitted.**
- Renter must provide Indiana Township with accurate and detailed intentions for use prior to Rental Permit approval.
- 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.
- The permit holder is responsible for the overall supervision of rental event.
- Indiana Township reserves the right to require police supervision at the expense of the applicant if deemed necessary
- Renter is strictly prohibited from collecting fees associated with admission, concession, alcohol or any others in the facility or grounds of all Indiana Township facilities.
- Indiana Township reserves the right to amend these policies and fees governing the rental of the Indiana Township Town Hall Community Center and 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. In the event of a community emergency or school evacuation, Town Hall Community Center will be needed as an emergency shelter. All renters would be asked to leave immediately or rental would be cancelled. Renter would have option of complete refund or change of date with no loss of security deposit.
- Alcohol and soft drinks are not permitted in Town Hall gymnasium. Water only!
- No Smoking in the facility at any time.
- Renter is responsible for the entire event, including, but not limited to, set up, clean up, guests, alcohol monitoring, damages to facility or property, violations of Township policies.
- Use of thumbtacks, confetti, tape and fog machines are strictly prohibited in the facility.
- Any and all contracted services must provide Indiana Township with proof of liability insurance prior to date of rental. Certificates can be faxed to 412-767-4773. Renter's name must be noted.
- I do hereby swear that I have not misrepresented my intentions, will maintain the facility in proper order, obey the rules set forth by Indiana Township and be responsible for any and all damages that may occur during the time of my rental.
- Any and all contracted services must provide Indiana Township with proof of liability insurance prior to date of rental. Certificates can be faxed to 412-767-4773. Renter's name must be noted.

Policies are subject to change by recommendation of Indiana Township Board of Supervisors

Facility Rental Rates:

First fee residents/second fee non-residents

Primetime: Monday-Friday, 3:30pm-10pm Saturday and Sunday all day

Non-Primetime: Monday-Friday, 8:30am-3:30pm

	Hourly	3 Hours	6 Hours	8 Hours
Gymnasium	\$45/54	-----	-----	-----
Classroom <small>Capacity 40 people</small>	\$30/36	\$72/86	\$135/162	\$168/202
Community Room <small>Capacity 120 people</small>	\$50/60	\$120/144	\$225/270	\$280/336
Kitchen	\$25/30	\$60/72	\$113/135	\$140/168



“BIRTHDAY BUNDLE”



3 hours of usage of the classroom & gymnasium

Resident: \$150.00 / Non-Resident: \$180.00

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.

- Alcohol Consumption Permits are available to renters except for Gymnasium use. The fee is \$25.00 per rental date
- A Damage Deposit is required for every rental. Deposit must be in the form of a check in the amount of \$100.00
- 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
- 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
- No admittance will be permitted before or after specified rental time
- Non-Primetime rentals receive a 25% discount, Monday-Friday 8:30am-3:30pm
- Change of date : Once a rental is confirmed and paid for, if renter changes the rental date, 75% of rental fee will be transferred to new rental date; 25% of fee will be withheld
- Cancellation of rental: Renter will receive 70% of rental fee and damage security deposit refunded