

# Millvale Community Center

## Hall Rules & Regulations



1. Rental time begins at setup and ends at cleanup! Example: 7 hour Rental, 12 pm to 7 pm- *Arrive at 12 pm to set up, event then can begin. Your event must then be over and the Hall completely vacated, cleaned & ready to be locked up by 7 pm.*
2. Rental area includes use of main hall, bar area & restrooms. **PLEASE NOTE: KITCHEN AREA IS NOT AVAILABLE FOR RENTAL, BAR AREA WITH MICROWAVE IS PROVIDED.** All other parts of the building are private.
3. All tables must be covered (no staples). You must provide your own table coverings.
4. The use of confetti & glitter anywhere in the building is prohibited.
5. The use of silly string anywhere is prohibited.
6. Alcohol will not be served to minors or any person(s) who appear to be visibly intoxicated.
7. All food and beverages are to remain inside the hall at all times.
8. All outside doors are to remain closed at all times.
9. The entire facility is a non-smoking facility.
10. All rubbish must be removed from the building and placed in the dumpsters. Containers must be wheeled outside before trash bags are removed. Failure to do so may result in the forfeiture of deposit.
11. The main hall, bar & restrooms must be left in the same clean condition it was found upon arrival.
12. Failure to clean up results in forfeiture of deposit.
13. The renter is responsible for any damage to the building or equipment.
14. Borough of Millvale is not responsible for any personal losses.
15. Borough of Millvale is not responsible for injuries to guests or damages caused by them.
16. Breach of these regulations results in forfeiture of deposit.
17. Borough of Millvale reserves the right to terminate any event due to disturbances caused by guests or renter.
18. In the event a disaster is declared (flood/weather/natural disaster), the Borough reserves the right to cancel events without notice.

RENTER: \_\_\_\_\_ DATE: \_\_\_\_\_

**Borough of Millvale**  
**501 Lincoln Avenue**  
**Millvale, PA 15209**  
[www.millvalepa.com](http://www.millvalepa.com)  
**412-821-2777**



**APPLICATION FOR FACILITY RENTAL**

Park Pavilion. \_\_\_ Kitchenette \_\_\_  
Community Hall \_\_\_ (No Kitchen with Hall)  
Application Date \_\_\_\_\_

EVENT DATE \_\_\_\_\_  
EVENT TIMES \_\_\_\_\_  
# OF HOURS (3 HR MINIMUM) \_\_\_\_\_  
# OF GUESTS \_\_\_\_\_

Name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
CURRENT PHOTO ID IS REQUIRED FOR RENTAL ID# \_\_\_\_\_ TYPE \_\_\_\_\_  
MILLVALE RESIDENT: YES /NO (CIRCLE ONE)  
I reviewed the rules and regulations for facility rentals (initial here) \_\_\_\_\_

**Event Deposit \$200.00 (due with application, non-refundable)**

Deposit received \_\_\_ Type \_\_\_ Date \_\_\_ By \_\_\_

**Security Deposit \$300.00 (due with application, \$200.00 refundable)**

Deposit received \_\_\_ Type \_\_\_ Date \_\_\_ By \_\_\_

Deposit refunded \_\_\_ Type \_\_\_ Date \_\_\_ By \_\_\_

**Event Final Payment (due 3 weeks prior to the event date)**

Deposit received \_\_\_ Type \_\_\_ Date \_\_\_ By \_\_\_

Base rental fee	_____
Security Deposit (refundable)	_____
	Subtotal _____
	Less Deposit _____
Event Type _____	Balance Due _____

Renter: \_\_\_\_\_ Date: \_\_\_\_\_  
Borough of Millvale: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE MAKE A COPY FOR YOUR RECORDS!**