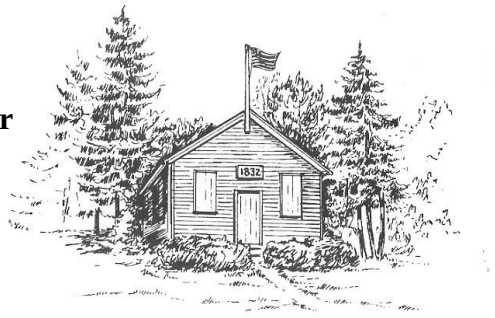
McKeesport Regional History & Heritage Center



Facilities Rental Policy
Updated 2/2017

Policy

The McKeesport Regional History & Heritage Center (the Center) has made special provisions for the rental of the facility by community groups and organizations including: civic, service, churches, local business/industrial organizations, public and private schools, government organizations or by other groups that will enhance the mission of The Center. The Center provides this service to add to the cultural, educational, and ethnic enrichment these programs, events or exhibits provide to the community. Rental for individuals will be evaluated on an individual basis. Our space can accommodate 80-100 people seated at tables, and 100-120 auditorium style.

Overall authority for the rental of any individual area or rental of the entire facility resides with the Facilities Committee of the Board of Directors (Board) and the Executive Director.

Center events have priority over outside rental requests.

Rental Guidelines:

1. The request for rental must be made at least one month in advance and must not conflict with the schedule of the Center or any other organization with previous approval.
2. The "Request for Facility Rental" Form must be completed and signed by the person authorized by the organization or group and submitted to the Executive Director.
3. If the rental request is during normal operating hours, the regular activities of the Center will proceed as usual.
4. Smoking is not permitted in the facility, including entryways and vestibules.
5. The use of the facility is not to be used for the conduct of religious services.
6. There are to be no attachments to the walls or any part of the building structure.
7. Please do not use glitter, confetti, feathers, or lit candles.
8. Use of the facilities for the participation of minors requires a minimum of one adult chaperone for every five minors. Your group must provide these chaperones. Please remind parents or chaperones that they must watch their children, and remind children and chaperones that they are in a museum, there is no running and artifacts on display are not to be touched.
9. The Center will not be responsible for securing the parking areas. If the rental party desires security of the parking lot, it will be their responsibility to make the necessary provisions. No parking signs are posted along Arboretum Drive. Please use the parking lots on either side of our facility.

10. The use of the name McKeesport Regional History & Heritage Center for any publicity must be for identification of the location only.
11. Rental is for the Boycott Room (meeting room) only. Additional space is available in the lobby for a $50 charge and pending approval. Lobby rental must not affect the daily operations of the Center.

Catering Guidelines:

1. The kitchen area is not to be used for the cooking of any food, only as a staging area.
2. If your event is to be catered, the catering company must be listed on your rental form. Any caterer you choose must provide a certificate of liability insurance and workers compensation insurance. It is your responsibility to contact the caterer and make all necessary arrangements, and it is also your responsibility to be sure the caterer provides the copies of their certificates in insurance. It is recommended that the caterer contact the staff at The Center during normal business hours to view the facilities and equipment available.
    a. Some local caterers include: Executive Chef; Carriage Inn; Stratwood; Conrad's of Homestead; Twin Oaks; Woody's, Apple Harvest Catering.
3. **All supplies needed for the event are to be supplied by the rental party and/or caterer, except for the tables and chairs available at the Center** (Table inventory on following page). We do not provide linens.
4. The serving of **wine is the only liquor permitted** on the premises and **must be approved by the Board**. The rental party must agree to accept full legal responsibility for serving wine. **No other liquor or beer is permitted** anywhere on the premises.
5. All food must be served in the Boycott Room (meeting room), not the lobby.

Fees and Payment Guidelines:

1. All rentals require a $50 deposit at the time the rental is confirmed. The deposit is then applied to your rental fee.
2. The Rental Fees are as follows:
    a. On weekdays and Saturdays, for events starting before 2 pm, the rental fee for the Boycott meeting room is $150 for a three hour event, and includes one hour of set-up prior to your event and a half hour of clean up for a 4 ½ hour total rental. Additional hours are $50. For rentals that will exceed 8 hours, please contact the Center for special rates.
    b. For events starting after 2 pm, and all day Sundays, the rental fee for the large meeting room is $100 per hour, including the hours necessary for set up and clean up times, with a three hour minimum.
3. The full fee for the rental is due one week prior to your event.
4. The rental party is responsible for leaving the facility in the same configuration and condition in which they found it. If there is any damage or the room is left in poor condition, the rental party will be responsible to pay for damages.
5. Following the approval of the rental by the Facilities Committee and the Executive Director, the "Request for Facilities Rental" form is to be submitted

and signed by an authorized representative of the rental party and a representative from The Center.

6. A copy of the rental policy and a copy of the signed "Facilities Rental" form will be given to the authorized representative of the renting organization

7. Additional Rental Fees:
    a. Wireless Microphone System -- $20
    b. DVD / VCR with projector -- $40
    c. DVD / VCR with Television -- $30
    d. Laptop Computer with projector -- $40
    e. Use of lobby $50

Tables and Chairs available at no charge:

6 of	5 ft circular table (seats 8)
25 of	33" square card table (seats 4)
10 of	30" x 8 ft rectangular table (seats 10) usually used in kitchen or in main room for buffet
100 of	Chairs with cushioned seats
32 of	Metal folding chairs

McKeesport Regional History & Heritage Center
Request for Facilities Rental

Please complete all information and return this form to the McKeesport Regional History & Heritage Center at 1832 Arboretum Drive, McKeesport PA 15132. All requests must be in writing and received thirty days prior to the event. Any questions, please contact The Center at 412-678-1832.

Date of Event_____Estimated Attendance_____ Is event open to the public? _____

Name of Organization_____
Address_____
Contact Person_____
Phone _____ E-mail_____
If people call The Center to ask questions about your event, what contact information should we give them? _____

Description and purpose of event_____
_____
Facility Requested: _____Meeting Room Only ____Please have museum open for guests to view

Time Event Begins_____ Time Event Ends_____
Access Needed for set-up by_____ Set-up plus event Total Hours_____

FEES
A $50 NON REFUNDABLE DEPOSIT IS REQUIRED FOR ALL RENTALS.

The deposit is in addition to all rental fees and add-ons.	$ 50.00
Weekdays and Saturdays, events beginning before 2 pm	$ 150.00
Additional Hours _____at $50 per hour	$ _____
Rentals Beginning after 2 pm Saturday $100 per hour	$ _____
Sunday Rentals $100 per hour	
Additional Items Requested and associated fees:	
_____	$_____
_____	$_____
Total Deposit, Rental Fee & Add-on Items	**$_____**

Full Rental amount due one week prior to rental.
All Checks should be made payable to the McKeesport Regional History & Heritage Center.

Will Food Be Served? _____ Name of Caterer_____
** It is your responsibility to be sure that the Caterer provides a copy of their Liability Insurance.
Are you requesting permission from the Board of Directors to serve wine? _____

Do you need the room set up lecture style or with tables? _____
Please remember to contact The Center with any set up requests one week prior to event.

***** As an authorized representative of the above named organization, I have received a copy of the Facilities Rental Policy of the McKeesport Regional History & Heritage Center and agree to abide by the contents if those documents for the above named event.**

Signature_____ Date_____

For office use:
Form Received by _____ Date_____
Deposit of $50 received by _____ Date_____
Rental Fee of $_____ Received by _____ Date_____