

ITCCC RENTAL RULES & REGULATIONS

- 1- There will be a CCC appointed monitor on-site or readily available during your rental for information and insurance purposes only - not to tote, carry, lift or serve.
- 2- The premises must be left in a 'Ready to Rent' condition by the pre-agreed time; the social hall, kitchen, restrooms and foyer must have clean floors and furniture; clean & sanitized counters and fixtures; and the parking lot and grounds free of litter. Used trash bags must be removed from the social hall, kitchen and restrooms and put in the dumpster behind the building.
- 3- During the event emergency exits must remain clear of any obstruction at all times and the maximum seating capacity of 250 must be observed.
- 4- Pyrotechnics or other explosives are prohibited inside or outside this facility.
- 5- Alcoholic beverages shall be confined to the social hall and PA liquor laws obeyed.
- 6- Use of illegal drugs is forbidden inside or outside this facility.
- 7- Please DO NOT tack, tape, glue, nail, tie, etc. any decorations to walls, ceiling tiles, light fixtures or furnishings in any area of this facility.
- 8- Renter and/or guest access shall be limited to the social hall, foyer, rest rooms, kitchen, parking lot and lawn adjacent to the building. Renter and/or guests are not permitted on the staircase in the foyer.
- 9- Kitchen area may be used to serve food and drink; kitchen appliances may be used to warm and chill food and drink but not for actual cooking. Certain frig and freezer space will be provided for event use. Children having access to the kitchen is discouraged.
- 10- Renter and/or caterer should supply own kitchen serving utensils, pans, trays, etc. to use for the event. Use of any CCC kitchenware requires advance approval.
- 11- Renter and/or caterer may deliver food and supplies to the kitchen door in the back of the building.
- 12- All doors leading outside, in the social hall and kitchen, should be kept closed to keep cool or warm air in and bugs and rodents out.
- 13- Renter and/or guest vehicles must be parked and operated in the main parking lot only and drivers should not exceed 5 mph in the parking lot. Any vehicles parked in front of the Fire Dept.'s garage doors or the public road right-of-way may be towed. Vehicle damage or loss sustained while in the parking lot will not be the responsibility of the ITCCC or the Fire Dept. Please do not drive or park on the front sidewalk.
- 14- **THIS IS A SMOKE-FREE FACILITY** renter and/or guests may not smoke anywhere inside the building - it's the law in Pennsylvania.

**THANK YOU for holding your special event at the
Independence Twp. Community Center**

ITCCC information phone # 724-378-3739
Location: 116 School Road, Aliquippa, PA 15001
Mailing Address: 104 School Road, Aliquippa, PA 15001