

# **Paxtang Municipal Building Gymnasium**

## **Rules and Regulations for Use**

3423 Derry Street  
564-4770

### **General Rules**

1. No alcoholic beverages are permitted on the premises, or on any Borough property.
2. Prior to leaving the gymnasium all air conditioners and heaters (Switch #37 in the electric panel # 2 in the hallway) and all lights must be turned off.
3. Long tables, card tables, and chairs are available on site. Users are responsible for setting up, tearing down, and returning tables and chairs to the storage area in a neat and orderly fashion.
4. All trash, debris, and other waste must be secured and removed from the Borough Municipal Building.
5. No alterations are to be made to the property without prior approval of the Borough Manager.
6. No Borough property, including but not limited to, tables, chairs, fixtures, recreation equipment or cleaning materials are to be removed from the premises.
7. Additional charges may be imposed upon the Renter based on a damage assessment in the event there is damage to the gym, its contents, or any Borough property.
8. General hours of operation are Monday-Saturday 7:00 AM – 10:00 PM -Sunday 9:00 AM – 6:00 PM. Exceptions to the General Hours will be taken under consideration on a case by case basis by the Property and Recreation Committee.
9. Adult supervision of minors is required at all times and is the responsibility of the Renter.
10. Failure to comply with any of these guidelines may result in loss of the security deposit.

### **Reservations**

1. Reservations are required in order to use the gymnasium for any purpose. Inquiries concerning availability may be made by contacting the Borough Office at 564-4770 or e-mail at [paxtangborooffice@comcast.net](mailto:paxtangborooffice@comcast.net).
2. Reservations must be arranged in person at the Borough Office during regular business hours. Rental terms must be reviewed and any and all security deposit and rental fees provided in advance.
3. Rental fees will be assessed for the entire length of time that the building is reserved by a renter. Renters should consider this and allow for adequate set-up, tear-down, and cleanup time in their reservation requests. All time in which the gymnasium will not be available for use by other groups must be included in the request.
4. Upon receipt of fees and a signed rental agreement, an access card will be provided and activated for the time period indicated in the rental agreement. The access card will not allow access at any other time other than that which has been requested.
5. When a conflict exists in the scheduling of sports teams, preference will be given to the team whose sport is currently in the primary season as defined by the PIAA
6. The Paxtang Fire Company, Paxtang Lions Club, Paxtang Historical Society, and Wilhelm-Paxtang Athletic Association teams will be given first priority to make reservations.
7. Paxtang Borough reserves the right to deny use of any and all facilities based on a prior negative history of use at Borough facilities or any similar facility.
8. Reservations are at the discretion of the Borough's needs and are subject to change at any time.

Updated 1-30-2018

## **Fees**

Three fees may be assessed to use the Paxtang Gymnasium: A security deposit, an access card deposit, and a rental fee. Applicability of each of these charges is described below.

### **1. Security Deposit**

- a. A Security Deposit of one hundred dollars (\$100.00) shall be required of all new users, non-residents and groups that are not represented by residents.
- b. The Security Deposit is not required of municipal entities to which Paxtang Borough residents pay taxes to support. Examples include: Paxtang Borough public meetings, Paxtang Borough Recreation Programs, and Paxtang Elementary School activities.

### **2. Keyfob Deposit**

- a. A Keyfob Deposit of ten dollars (\$10.00) shall be required to receive an access card. The deposit will be returned if the card is returned in good condition.

### **3. Rental Fees**

- a. Paxtang Borough residents, Borough employees, and Borough volunteers pay a rental charge of twenty-five dollars (\$25) per hour, or any part thereof, for personal use of the gymnasium. An additional flat fee of fifty dollars (\$50) will be assessed for use of the kitchen. Examples of this type of rental include private parties or private sports activities. A volunteer is defined as an individual who provides ‘in kind’ services to Paxtang borough and include: Paxtang Fire Company members, Paxtang Historical Society members, and Paxtang Lions Club members.
- b. Non-residents pay a rental charge of fifty dollars (\$50) per hour, or any part thereof, for personal use of the gymnasium. An additional flat fee of fifty dollars (\$50) will be assessed for use of the kitchen. Examples include private parties or sports activities.
- c. Borough non-profit, civic, and service organizations that are ‘non-profit’ status as defined by section 501 (c) of the Internal Revenue Service Code will have their fees waived. Such organizations are the Paxtang Fire Company, the Paxtang Lions Club, the Paxtang Historical Society, and the Wilhelm-Paxtang Athletic Association. Any other non-profit group that desires an exemption from fees must request a waiver from Borough Council and will be required to show proof of ‘non-profit’ status.

### **4. Miscellaneous Fees**

- a. The Borough reserves the right to charge additional reasonable fees related to any specific reservation.