

CHARTIERS TOWNSHIP
"Working together for the betterment of our community"

9/25/2024

Chartiers Township Community Center Complimentary Use

Dear Chartiers Township Community Group,

As you may be aware, Chartiers Township has established a method for Chartiers Township Non-profit Community groups to be able to hold events at the Chartiers Township Community Center at little or no cost to the non-profit. Through our "Complimentary Use Policy", the Township is offering four (4) FREE weekend day or evening rentals of the facility to Chartiers-Township Nonprofit groups each year during the non-peak season of **November 2024 through April 2025** and two (2) for the Chartiers-Houston School District annually. These will be offered to non-profit groups that submit a request via a lottery on rotating basis. Additionally, the Township has lowered rates for non-profits and fundraisers, if not selected in the lottery.

The application process will be as follows:

- Chartiers Township Non-profit Community Groups wishing to request a complimentary use will submit the attached application to the Parks and Recreation Director, Angela O'Connor, at 2013 Community Center Drive Houston, PA 15342 or parks@chartierstwp.com by October 11 2024.
- The Township will conduct a lottery to determine which 4 groups will get the complimentary uses for the 2024-2025 season and notify all groups accordingly, if there were more than 4 applicants.
- Complimentary use groups must complete a rental contract and submit a \$500 refundable security deposit for the rental.
- **PLEASE NOTE: If you choose to bring any alcohol into the Community Center, you will be required to hire a constable. This constable will be paid directly by your organization and charged per their own rates. The township has a contact that we require you to use.**

If you are no longer the contact for this organization or if you have any questions, and would like to see the policy in its entirety, please contact me regarding this opportunity to assist our Community Non-profit groups.

Sincerely,

Angela O'Connor
Parks and Recreation Director

*2 Buccaneer Drive
Houston, PA 15342
Phone: (724-745-3415 Fax: (724) 745-1744*

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CHARTIERS TOWNSHIP COMMUNITY CENTER

RENTAL APPLICATION FOR NONPROFITS, COMMUNITY GROUPS AND CHSD – 2024-2025

COMPLETE BY October 11, 2024 TO BE CONSIDERED

If you do not have a date picked or event type confirmed, but still want to be considered for a Complimentary Rental, please complete this form anyway and leave the event details blank until after the lottery.

RESERVATION DATE: _____

STARTING TIME: _____ AM/PM ENDING TIME: _____ AM/PM

Ending time includes clean up time. Please plan accordingly. All events must vacate property by 11:30pm at the latest.

TYPE OF EVENT _____

NONPROFIT ID (where applicable): _____

RENTER/ORGANIZATION: _____

CONTACT: _____

MAILING ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____

REQUEST USE OF: Banquet Room (200+/- capacity) _____ Kitchen _____

Conference Room (22 capacity) _____ Activity Room (30 capacity) _____

Audio Equipment _____ Screen Projector _____

Please be advised: There is a \$500 security deposit required for any rental chosen for a complimentary event at the Chartiers Township Community Center. That deposit is refunded after the event if no damage is done. Any repair costs in excess of \$500, shall be the renter's responsibility. Alcohol brought into the space after 6pm will require the additional cost of hiring a constable. Please contact parks@chartierstwp.com for details.

*2 Buccaneer Drive
Houston, PA 15342*

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