



**Township of Findlay**

**PARKS AND RECREATION DEPARTMENT  
RULES AND REGULATIONS FOR RENTAL OF  
UPPER AND LOWER LEVELS OF ACTIVITY CENTER  
310 MAIN STREET  
IMPERIAL, PA 15126**

1. Smoking is prohibited in all facilities, including e-cigarettes.
2. The use of alcoholic beverages is prohibited, unless the group has made the appropriate arrangements and has signed the special hold harmless agreement.
3. A township employee will be on duty, by phone, during rentals.
4. The applicant shall be responsible for all damage and destruction to, or theft of, Activity Center property. The applicant will reimburse the Township for such damage, destruction or theft at the replacement cost of the item(s). The security deposit of \$150.00 will be applied to the amount of damage. If the amount exceeds the deposit, the Township reserves the right to bill the applicant for the balance of the cost.
5. Do not use masking or scotch tape on the walls. (Tacky is acceptable).
6. No open flames are permitted unless approved by Township.
7. **ABSOLUTELY NO SITTING OR STANDING ON TABLES AT ANY TIME**
8. Do not move tables. If it is necessary to move a table, please pick it up instead of sliding it across floor.
9. No animals are permitted in center.
10. Please watch young children and do not allow them to play on coat rack.
11. Confetti is not permitted in the center. This includes confetti filled balloons.
12. Supplies are not available with rental. You must bring all serving utensils, coffee pot, towels, dish soap, can openers etc. Please think ahead to what you might need.
13. Do NOT hang anything from the ceiling.
14. Access to TV and microphone upon request. The renter to provide own computer and HDMI cable.
15. Renter is responsible for removing trash to the dumpster and recycling to the cans outside the doors. You do not need to replace the bags.

**NOTE:** Rentals are allotted 1.5 hours before your rental time to set up and 1 hour of clean up time after at no charge. If you need more than the allotted time, you will need to buy extra hours.

**PLEASE CONTACT JEAN ROCHE (ACTIVITY CENTER CUSTODIAN)  
AT 412-722-8322 AT LEAST 2 WEEKS PRIOR TO YOUR RENTAL  
TO DISCUSS SET UP AND ENTRY ARRANGEMENTS.**

***NOTE: The Activity Center is a great amenity for the community and is used by many throughout the year. Please be respectful of the building & grounds and treat it as you would your own home. Thank you.***