

RENTAL POLICY FOR

Barrett Administrative & Recreation complex

Emergency Information:

In case of emergency Dial 911.

Building Physical address is 1200 Route 390, Cresco, PA

Telephone: 570-595-2602 ext* 4 – Janine Sopko

Emergency Facilities Contact: Grant Hilfiger – 570-807-2722

General

- All local laws and ordinances are strictly enforced.
- Smoking is prohibited on BARC property.
- Prior authorization for any event involving consumption of alcohol must be obtained from the Board of Supervisors. Use must follow all state and local laws. Under no circumstances may alcohol be sold. Gambling is not permitted. Any raffles or other small games of chance can only be held if the entity doing so has the required permits.
- Firearms are not allowed on the property or in the building. Any waiver is to be obtained from the Board of Supervisors.
- Service animals will be permitted, defined under the guidelines by the ADA or at the supervisor's discretion.
- Barrett Township Supervisors/Employees are not responsible for any property left, lost, or stolen at BARC.
- If groups of children are present, adult supervision must be always provided at all times (ratio 2 adults to every 15 children).

Weather Related Information

BARC is not on a schedule for snow removal on the weekends. A snow shovel will be left in the foyer and ice melt to be used as necessary. BARC will not be able to ensure that parking area will be plowed during blizzard conditions, or that building access will be cleared.

Kitchen Use

If any kitchen equipment is to be used, users must ask for instructions for use. Users are responsible to clean any equipment or area of the kitchen utilized during their rental period. This includes the refrigerator, freezer, stove/oven, microwave, counters, sinks, and floors. Users must remove and dispose of any food, ice, beverages, or other items. All dishes, utensils, and silverware must be washed, dried, and returned to their proper place. Countertops are to be left clean and dry and without extraneous items. Users are responsible for making sure that water taps are turned off before leaving.

Trash Disposal

The facility provides trash receptacles to be used during your event. When leaving each group must empty all used trash receptacles and remove all their trash from the building. All trash should be taken to the dumpster on the stone parking lot in the back of the building. If you leave any trash, you will be charged \$25 per bag.

PLEASE DO NOT DRAG THE GARBAGE BAG(S) ACROSS THE FLOORING. (Refer to clean-up checklist in Appendix B)

Cleaning fee: A professional cleaning fee will be charged if the rented space is not left in the condition it was in when entering the premises.

Fire and Safety

This building is protected by a fire alarm system. The use of candles (except for birthday candles), fireworks, smoke, or faux smoke generating devices is prohibited. At no time may fire protection devices be rendered unusable, including blocking fire extinguishers or fire alarm pull-stations, covering smoke detectors, or covering audio/visual alarm devices.

- Decorations must not be attached to any fire protection device.
- Marked exits shall not be blocked.
- When a fire alarm is activated, exit the building immediately in an orderly manner according to the illuminated exit signs. Re-enter only at the direction of Fire Department officials on site.
- No gas or electric grills are allowed inside BARC.
- Any malfunction or safety hazard must be reported immediately to Grant Hilfiger – 570-807-2722.
- In the event of an emergency, call 911.

Behavior

Members of the Center, renters, their guests, and those using the Center under any circumstances are expected to be considerate of others, to speak and behave respectfully, and to avoid damaging the furniture, fixtures, interior and exterior of BARC. Any infraction of this policy may lead to suspension of the privilege of using the Center and prosecution for damages.

Space Use and Rental

The Center is available for rent to community organizations, businesses, and individuals on a "first come, first served basis." Events sponsored by the Center itself take priority over all other events.

- See Appendix A deposit requirements, cleaning fee (if needed) Setup time and cleanup time are charged the same as a rental fee.

The building must be left in the same condition in which it was found. The Program Champion, Club Leader or Lease applicant will be responsible for any janitorial charges needed to restore the Center to its original condition upon completion of use. (Refer to Appendix B). Whether a space rental fee is paid or waived, users must obey local laws and abide by all public policies for the use of BARC, and in addition:

- Items may not be sold, exhibited, or displayed without prior permission.
- Any posters, signs, streamers, or other decorations applied to walls, doors, floors must be removed along with any adhesive used to attach the decorations.
- Picture hanger system may be used upon special agreement including liability for any damage due to its use.
- Using or throwing items such as silly string, glitter, rice, and other materials which are difficult to remove is prohibited. Any confetti must be completely cleaned up, please keep away from floor vents.

- Furniture (Chairs and folding tables) belonging to BARC may be moved to suit the user's purposes and must be returned to the original configuration at the end of the user's event.
- Arrangements must be made in advance with the assigned building contact to open and lock the premises.
- Refunds for the Space Rented will not be returned for cancellations made within 48 hours of the event's planned starting time. Full refunds will be made for events cancelled due to weather or closing of the Building.
- Applicant(s) will be responsible for the cost of repair of any damage incurred during the use of this facility. Any adjustment to the room temperature and/or thermostat is prohibited. If any adjustments are required, please call the building contact person.

Appendix A

Deposit: \$250 check made payable to Barrett Township, or online payments can be made at:

https://payments.municipipay.com/pa_barrett/search

Appendix B

Cleanup Checklist

- Wipe down and dry kitchen counters and sinks (if used).
- Remove food, ice and beverages.
- Wipe down refrigerator, freezer, and all appliances (if used).
- Clean up all spills.
- Dust, mop, sweep or vacuum the floor as necessary.
- Return all furniture to the state upon arrival.
- Bag all trash and dispose of it in our dumpster located in the back of the building. Close all window and exterior doors.
- Make sure all sinks in the restroom are turned off

If you have any issues or questions, please call the contact person on the first page.