

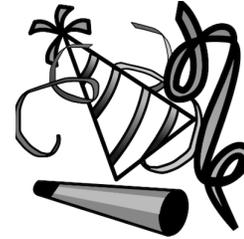
**CARLISLE PARKS AND RECREATION
STUART COMMUNITY CENTER
415 Franklin Street
Carlisle, PA 17013**

**Office Hours: Monday through Friday, 8 am to 5 pm
(717) 243-3318; parksandrec@carlislepa.org**

GENERAL RULES

- Children must be supervised at all times. They may not roam the hallways or play in the rest rooms. Adequate adult supervision is required for children's parties.
- Tobacco products and alcohol are not allowed on the property.
- Pets are not permitted. Service dogs only.
- Foul language, fighting and indecent conduct will not be tolerated. Community Center staff has the authority to remove offenders.
- Only indoor softballs, baseballs and lacrosse balls may be used.
- Parks and Rec equipment is to be used only for its intended purpose. It must be returned to the proper place at the end of each rental.
- Carlisle Parks & Recreation is not responsible for lost or stolen items.
- No decorative candles. Birthday candles are permitted.
- Only non-marking shoes may be worn in the gym. Please do not wear narrow heels or shoes with wheels.
- Renters are responsible for the behavior of their guests.
- Renters may not stay past the end of their rental period or penalties will be assessed.

Please be courteous to others and respectful of the facility. These rules are meant to ensure a safe and enjoyable environment for everyone.



2016 STUART COMMUNITY CENTER RENTALS

Book your special event with us!

ROOM RENTAL

Multi-Purpose Rooms - \$12/hour

Rooms are air-conditioned.

HALF-GYM RENTAL

Gym 1 with Stage - \$25/hour Gym 2 - \$20/hour

A curtain is lowered to separate the two sides.

FULL-GYM RENTAL

Full Gym (Sports) - \$35/hour

Full Gym (Parties/Events) - \$40/hour

Kitchen Rental - \$10/hour Volleyball Set-up - \$10 flat fee

POLICIES

- The facility cannot be rented for profit-making purposes. Food may not be sold.
- If you plan to play or perform music at your event or rent an inflatable amusement, you must rent the Full Gym. Use of an inflatable requires prior approval and Certificate of Insurance.
- Tables and chairs are provided at no charge. Supply is limited. Staff will set up tables and chairs in Multi-Purpose rooms prior to your rental. Customers renting the Gym are responsible for set-up and tear-down of tables and chairs.
- Fog machines are prohibited since they trigger our fire alarm system.
- You must sign a Hold Harmless Agreement before your rental and turn in a Cleaning Checklist afterward. It is the renter's responsibility to clean up and take the trash to the dumpster.
- A **\$25 penalty plus hourly fees** will be assessed if a renter fails to clean up or leave the rental space on time.
- On evenings and weekends, the building is staffed with a Center Supervisor only when there is a scheduled rental or program. Otherwise, the building is closed. Please call 226-1562 if the building is not open 10 minutes prior to your rental.

RENTING THE FACILITY

The Gym and Multi-Purpose Rooms are available by reservation:

Monday - Saturday, 8 am to 11 pm

Sundays, Noon to 11 pm.

- **Reservations must be made at least one week in advance.** Call or stop by the Parks & Rec office during normal business hours.
- **Full payment is required at the time of reservation.** We accept cash, credit cards and checks payable to Carlisle Parks and Recreation. Reservations are available on a first-come basis.
- **You must include your set-up and clean-up time in the hours you reserve.** You may not enter the Multi-Purpose room or Gym early. You must clean up and leave the rented area by the end of your rental period or a \$25 penalty plus hourly fees will apply.
- If you will need a podium, TV+DVD player, flip chart or portable screen, please inform the office when reserving.

One Month at a Time - The Second Monday Rule

To reserve the Gym or a Multi-Purpose room each week for a month, you must call our office no earlier than the second Monday of a month to reserve for the following month. You may reserve only one month at a time, no more than 2 hours per day or 1 day per week.

Our facility operates on a very tight schedule due to Parks and Recreation programs, as well as rentals by individuals and community groups. Since Gym space is in high demand, we believe this is the best way to accommodate the most people.

CANCELLATION POLICY

Cancellations must be made no less than 7 days in advance. A 10% administrative fee will be deducted from all refunds. If payment was made by cash or check, a refund will be mailed from the Borough Finance Department in approximately 2 - 3 weeks.

Fees will not be refunded if cancellation is made less than one week prior to the reservation.