

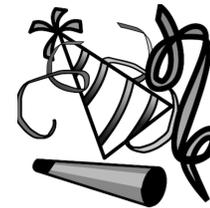
CARLISLE PARKS AND RECREATION  
STUART COMMUNITY CENTER  
415 Franklin Street  
Carlisle, PA 17013

Office Hours: Monday through Friday, 8 am to 5 pm  
(717) 243-3318; [parksandrec@carlislepa.org](mailto: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, vaping and alcohol are not allowed on the property.
- Pets are not permitted, except for service dogs.
- 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.**



# 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**

**Equipment Set-up (Volleyball, Pickleball) - \$10 flat fee**

## POLICIES

- The facility cannot be rented for profit-making purposes. Food may not be sold.
- Gym renters who wish to play or perform music or rent an inflatable must reserve 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. Gym renters are responsible for set-up and tear-down of tables and chairs.
- Fog machines are prohibited since they may trigger the fire alarm.
- Renters must sign a Hold Harmless Agreement and turn in a Cleaning Checklist after their rental. 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.
- Outside of office hours, a Center Supervisor is on duty whenever there are programs or rentals. Otherwise, the building is closed. Call (717) 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.** Cash, credit cards and checks (payable to Carlisle Parks and Recreation) are accepted. Reservations are available on a first-come basis.
- **Renters must include their set-up and clean-up time in the hours they reserve.** They may not enter the Multi-Purpose room or Gym early. They must clean up and leave the rented area by the end of their rental period or a \$25 penalty and hourly fees will apply.

## One Month at a Time - The Second Monday Rule

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

Stuart Community Center 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 Finance Department in approximately 2 - 3 weeks.

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