

CHARLEROI MARKET HOUSE & COMMUNITY CENTER FACILITY AND USAGE POLICY



The Borough of Charleroi Market House & Community Center located at 423-427 Mckean Avenue was developed to provide the citizens of the Borough with a meeting place to enjoy all kinds of community events. These would include but not be restricted to farmer's market, holiday gatherings and celebrations, concerts, arts and crafts, recreation events and many more activities.

I. Authority:

The Charleroi Borough Council directs that the use of the Market House & Community Center may be granted to individuals and community groups for the following types of activities without discrimination.

- A. Instruction in any branch of education, learning and the arts.
- B. Social, civic and recreational meetings and entertainment, and other uses pertaining to the welfare of the community: but such use shall be nonexclusive and open to the public.
- C. Polling places for holding primaries, elections and special elections, as permitted by state law.
- D. Recreation, physical training and athletics, including competitive athletic contest for children and adults, if available space permits the activity to be conducted safely.
- E. Commercial open market such as "Farmers Market" and/or a Flea Market.

II. Fees:

Established by the Charleroi Borough Council for the use of the Market House & Community Center by approved groups or individuals. Any use of the facility shall be charged at a full day rental.

- A. All day use by a group having a non-profit status is Thirty Dollars (\$30.00) per day 8:00 a.m. to 10:00 p.m. plus security, operator and custodial fees as warranted and approved.
- B. All day use by individual or group not having non-profit status. One hundred Twenty-five Dollars (\$125.00) per day 8:00a.m. to 10:00 p.m. plus security, operator and custodial fees as warranted and approved .
- C. Borough owned equipment fees as per item. Example-power generator \$25.00

III. Delegation of Responsibility;

Charleroi Borough Council or Designee shall implement procedures for requesting and granting permission for use of the "Market House & Community Center" and shall distribute the policy and procedures affected by them. An application for use of the "Market House & Community Center" May1CHARLEROI MARKET HOUSE & COMMUNITY CENTER FACILITY AND USAGE POLICY be disapproved due to applicant's noncompliance with established policy.

IV. Application Process:

- A. An individual or community group requesting permission to use the “Market House & Community Center” must submit a written request on the prescribed Application form in advance of the proposed date to the Council/Designee.
- B. The application must specify the proposed activities; number of individuals participating; and the date, time and duration of the event.
- C. Along with the completed application, the individual or group must submit the following: 1. Payment of the specified rental fee. 2. Evidence of liability insurance with limits of coverage as required by Borough Guidelines. 3. Documentation evidencing the Borough of Charleroi shall be indemnified, defended and held harmless by the user for any liability that arises from use of the “Market House & Community Center” by the individual or the group.

V. Application Evaluation:

No application to use the “Market House & Community Center” shall be approved if the proposed activity would result in any of the following: A. A conflict with any Borough sponsored activity. B. Access to “Market House & Community Center” at a time when the Center is undergoing repairs, renovations, maintenance, cleaning, or is otherwise closed due to Borough Council action. C. Conducting activities which entail the use of equipment or furnishings which would be detrimental to the operation of a Borough program if damaged or operated by an unqualified operator. D. The proposed use would prevent or encumber Borough personnel from completing primary duties, because of the nature or duration of the activity. E. Individual or community group uses “Market House & Community Center” in excess of seven (7) times during any calendar year for the same purpose. This limitation shall not apply to the farmer’s market or activity approved by Council.

VI. Limitations:

When individuals and community groups receive written permission to use the “Market House & Community Center” under this policy, such use shall be conditioned upon strict compliance with the following:

- A. Individuals shall not use, access or enter upon any portions of the “Market House & Community Center” or the contents not specified in the approved written request form.
- B. Individuals shall refrain from any conduct or activities not specifically identified in the approved written request form.
- C. When advertising or promoting activities held at the “Market House and Community Center”, individuals and community groups shall clearly communicate that the activities are not being sponsored by the Borough of Charleroi.
- D. Borough equipment used in conjunction with “Market House and Community Center” request shall be identified when the application is submitted. Users of Borough equipment must accept liability for any damage or loss to equipment that occurs while in their use. Where rules so specify, no equipment may be used except by a qualified operator, provided by all Borough Rules and Regulations for the Facility.

VII. Prohibited activities:

The following activities are strictly prohibited in the market House activities when individuals and community groups are granted permission to use the Market House.

- A. Possession, use or distribution of illegal drugs and/or alcoholic beverages.
- B. Possession of weapons.
- C. Conduct that would alter, damage or be injurious to any Borough property, equipment or furnishings.
- D. Conduct that would constitute a violation of the Pennsylvania Crimes Code, and/or state and federal laws and regulations.
- E. Gambling, games of chance, lotteries, raffles or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Charleroi Borough Council or Designee.
- F. Use of tobacco products. the Charleroi Borough Council may designate specific areas for tobacco use by the public on property owned, leased or controlled by the Borough that is at least fifty (50) feet from the Market House.

VIII. Violations:

The Borough of Charleroi reserves the right to remove from the Market House premises any individual or community group who fails to comply with the terms and conditions of this policy and established procedures. In the event that an individual or community group violates this policy or the terms under which permission was granted to use the Market House, that individual or community group forfeits the right to submit written requests to use the Market House property unless otherwise approved by the Charleroi Borough Council.

VIII. FEE SCHEDULE-"ALL FEES ARE NON-REFUNDABLE"

A.-ALL DAY NON-PROFIT \$30.00 PLUS SECURITY, OPERATOR, CUSTODIAL.-80% FIVE DAY \$120.00 PLUS EXTRAS.

B.-ALL DAY OTHERS-\$125.00 PLUS SECURITY, OPERATOR, CUSTODIAL.-80% FIVE DAY-\$500.00 PLUS EXTRAS.

C.-BOROUGH OWNED EQUIPMENT, FURNISHINGS ETC. FEES ON PER ITEM BASIS.- D.-BOOTH-TWELVE BOOTH AREAS(10ft. X 10ft.) ARE AVAILABLE DURING SOME EVENTS. EACH BOOTH AREA FEE IS \$30.00

IX. CLEAN UP: The "Market House and Community Center" must be left in clean state at the conclusion of scheduled activities. All trash must be in sealed leak proof bags.

Application Below

APPLICATION FOR USE BY INDIVIDUAL OR COMMUNITY GROUP

I-APPLICANT: Name: _____

Community Group: _____

Address: _____

Phone: _____ E-Mail _____

II. PORTION OF MARKET HOUSE ENTIRE ___ BOOTH ___ MULTIPLE BOOTH ___ NOS. ___

III.-PROPOSED ACTIVITY DETAILS

A.-PROPOSED ACTIVITY: _____

B.-NUMBER OF INDIVIDUALS PARTICIPATING: _____

C.-DATE ___/___/___ TIME: _____ TO _____

IV-PAYMENT OF SPECIFIED RENTAL FEE(S)-NON-REFUNDABLE

A-MARKET HOUSE \$ _____

B-SECURITY \$ _____

C-CUSTODIAL \$ _____

D-EQUIP./FURN. \$ _____

E.-OPERATOR \$ _____

**V-EVIDENCE OF ORGANIZATIONAL LIABILITY TO LIMITS REQUIRED BY BOROUGH GUIDELINES:
(PHOTO COPY REQUIRED)**

INSURANCE- _____

INSURED- _____

LIMITS:- _____

VI -NOTARIZED DOCUMENTATION EVIDENCING THAT THE BOROUGH OF CHARLEROI SHALL BE HELD HARMLESS BY THE USER FOR ANY LIABILITY THAT ARISES FROM USE OF CHARLEROI BOROUGH OWNED "MARKET HOUSE AND COMMUNITY CENTER FACILITY" .

USAGE POLICY RECEIVED BY APPLICANT ___/___/___ .

VII-Certification: I, _____, the applicant for the use of the Charleroi Market House and Community Center have read and agree to abide by the Charleroi Market House & Community Center Facility and Usage Policy.

Signature _____ Date ___/___/___

Attest _____ Date ___/___/___

VIII.-Council/ Designee Response to application;

APPROVAL _____ NON-APPROVAL _____

DATE ___/___/___