

BOROUGH OF CARNEGIE
One Veterans Way
Carnegie, Pennsylvania 15106
412.276.1414 | Telephone 412.276.8018 | Fax
www.carnegieborough.com



COUNCIL CHAMBER POLICIES

1. The Borough Building public meeting rooms are available for rental by any resident over the age of twenty-one (21) representing themselves, a group, or an organization (renter).
2. Rentals will be accommodated on a first-come, first-serve basis.
3. Rentals cannot be made for more than six months in advance.
4. Borough Building public meeting rooms are available for rental from 7:30 a.m. to 9:30 p.m., Monday through Friday. Rentals are available on weekends subject to specific approval by the Borough.
5. The rental of public meeting rooms will not conflict with any Borough activity. A rental may be cancelled if a conflict arises with a Borough meeting.
6. All renters using the Borough Building public rooms will be responsible for damage to or property missing from the room and will be expected to restore the room to the condition at the time of rental.
7. All renters must observe the policies and sign a waiver of liability.
8. Renters are only entitled to utilize the room identified in the rental agreement and the public restrooms.
9. All renters are expected to clean up the room after use and to remove any materials brought into the room. (Furniture used by the group will be put away by Borough staff.)
10. Food and equipment may only be brought into the public meeting rooms with the advance permission of the Borough.
11. Alcoholic beverages of any kind are not permitted in the Borough Building.
12. Smoking is not permitted in any part of the Borough Building.
13. Renters shall not charge an admission fee for events held in the public meeting rooms and shall not sell products or services for private profit or gain.
14. Renters are not permitted to post any type of advertising in the Borough Building or its premises.
15. Rooms may not be rented for any religious purpose or event.
16. Noise shall be kept at a reasonable level.
17. Nothing shall be affixed to any walls of the public meeting rooms that permanently mark or damage the walls.
18. Public meeting rooms will be set up by the Borough staff in accordance with the request at the time of rental. Any damage to the furniture or structure that occurs due to a change in that furniture set up by the renter shall be the responsibility of the renter.
19. Rental of the public rooms are subject to the prevailing fee schedule.
20. Payment for the rental of public meeting rooms shall be made to the Borough at least ten (10) days prior to the rental date, unless that is not practical due to the immediacy of the rental date. In this case the fee is payable at the time of the approval of the rental.
21. Once a rental form is received, a tentative hold will be placed on the room/time/day. In the event that another group is interested in the same room/time/day, the first group will be contacted for payment or the space will be re-assigned.
22. No rental is considered to be final until the rental fee and license agreement are received by the Borough.
23. Either party may cancel a rental reservation at least fourteen (14) days in advance of the rental date without payment or penalty. If the renter cancels within fourteen (14) days of the rental date, the Borough will refund fifty (50%) of the rental fee. If the Borough cancels the rental within fourteen (14) days of the rental date, the entire rental fee shall be refunded.

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RENTAL PROCESS

1. The meeting room reservation form is available at the Borough Building or on the Borough website at www.carnegieborough.com under Forms and Applications.
2. The form shall be completed and returned to the Borough Building office. At that time, the reservation shall be placed on the meeting room calendar and marked tentative.
3. The rental fee for Council Chambers is \$200 per day. Upon payment for Council Chambers rental, a \$200.00 security deposit is required. The applicant will receive this deposit back based upon returning the room to the original condition as it was at the time of arrival.
4. The requested date/times will be reviewed for conflicts with Borough activities or other groups. If the requested date/time is available, a license agreement (2 copies) will be sent to the renter. One copy of the license agreement, with the original signature and payment must be returned to Borough Administration in order to confirm the rental date time.
5. At the time the license agreement and payment are received, the rental will be issued a security code. This code will allow access into the building (if necessary) and the requested meeting room. This code is a one-time use code, unless otherwise stated, and will be set up for access to the facilities for the requested meeting time and one-half hour before and after that time. Security codes will be issued no earlier than ten (10) days before a scheduled meeting time.