

Borough of Dunlevy

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RULES OF USE FOR RECREATION CENTER

- RENTERS WILL BE GIVEN ACCESS CODE TO THE BUILDING THE **DAY OF RENTAL**
- **KITCHEN:** IF YOU PLAN TO GRILL-- GRILL ON CONCRETE PAD OUTSIDE BUILDING, **NOT ON THE GRASS.** ALL MATERIALS MUST BE DISPOSED OF, DO NOT LEAVE BRIQUETTES ON THE GRASS. YOU MAY USE ICE FROM THE ICE MAKER.
- **BANQUET HALL--**PLEASE, LIFT TABLES AND CHAIRS, DO NOT DRAG, AS YOU WILL BE RESPONSIBLE FOR ANY DAMAGES. PUT CHAIRS ON TABLES AS YOU FOUND THEM- THIS WILL IMPACT SECURITY DEPOSIT—table/chair movers anticipated date July 2024.
- **WALL/CEILING DECORATIONS:** THE FOLLOWING ARE PROHIBITED AND WILL RESULT IN LOSS OF SECURITY DEPOSIT: ANY USE OF NAILS, STAPLES, TACKS, COMMAND HOOKS, TAPE OR GLUE ON THE WALLS. YOU MAY ATTACH TO THE PADDED SOUND BOARDS ON THE WALLS ONLY! DO NOT DISPLACE CEILING TILE OR ATTACH ANY DECORATION BY ANY OTHER METHOD THAN HOOKS PROVIDED BY DUNLEVY BOROUGH.
- **TABLE DECORATIONS/COVERINGS:** PLEASE USE TABLE COVERINGS. NO GLITTER OR CONFETTI IS PERMITTED.
- WIPE ANY SPILLS AS THEY OCCUR. THERE ARE BROOMS/MOPS IN THE KITCHEN.
- **DO NOT CRACK DOORS OPEN WHILE A/C IS RUNNING, IT WILL FREEZE UNIT –THIS HAS BEEN A PROBLEM, WE WILL HAVE CAMERA FOOTAGE IF THERE IS AN ISSUE.**
- **UPON LEAVING:**
 - IN SUMMER, ADJUST THERMOSTAT TO 75 DEGREES
 - IN WINTER, ADJUST THERMOSTAT TO 65 DEGREES
 - REMOVE ALL DECORATIONS AND TABLE COVERINGS
 - TAKE ALL ITEMS FROM REFRIGERATOR/FREEZER & ANY PERSONAL BELONGINGS (ANYTHING LEFT WILL BE DISCARDED)
 - EMPTY ALL TRASH BINS AND USE SMALL KEY ON KEYRING TO UNLOCK DUMPSTER AND DISPOSE. PLEASE RE-LOCK WHEN FINISHED
 - TURN ALL LIGHTS OFF
 - CHECK OUTDOOR PICNIC AREA FOR ANY LEFT ITEMS
 - LOCK MAIN DOOR, LEAVE DUMPSTER KEY IN KITCHEN**

IF YOU HAVE ANY QUESTIONS OR CONCERNS PLEASE CALL (724)-747-5674

**VIOLATION TO ANY OF THE ABOVE RULES WILL RESULT IN
FORFEITURE OF YOUR SECURITY DEPOSIT.**