

ABINGTON TOWNSHIP

Ardley Community Education Center Rules & Regulations

1. **APPLICATION:** All users of the Ardley Community Education Center must make written application to the Bureau of Parks and Recreation at least thirty (30) days before the date desired. A permit will be issued to the applicant who must be at least 21 years of age.
2. **RESERVATIONS:** Rental fee must accompany application. If the application is not returned within ten (10) working days, the Township will assume the Community Center is no longer needed for your event, and will therefore reschedule another event in its place. Please make checks payable to “Abington Township.”
3. **CANCELLATIONS:** Reservation cancellation shall be refunded 50% of scheduled charge if notification is given to the Bureau of Parks and Recreation at least thirty (30) days in advance of scheduled event. No refunds shall be made for cancellations with less than thirty (30) days notice.
4. **SECURITY DEPOSIT:** A separate check of \$100.00, made out to “Abington Township,” will also be required as a security deposit when alcohol is served. Such fee must accompany application and will be refunded in approximately two (2) weeks from date of event if the Community Center is left clean and without damage. The applicant will be required to pay the costs of any damage or breakage.
5. **INSURANCE:** Applicants not utilizing a catering service will be required to furnish a photostatic copy of Homeowner’s or Renter’s Contents Insurance Policy with Liability coverage of \$100,000.00 per occurrence. A catering service will be required to furnish the following:
 - a. Certificate of Insurance with Abington Township as an additional named insured;
 - b. Comprehensive Liability Insurance - \$1,000,000.00;
 - c. Automobile/Business Insurance - \$1,000,000.00;
 - d. Host Liquor Liability - \$500,000.00
 - e. Worker’s Compensation Insurance - Statutory
6. **ARRANGEMENTS:** Applicant must contact Community Center office staff at least two (2) weeks prior to the event to insure that all arrangements are in conformance with our rules and regulations.
7. **SETUP:** Table and chair arrangements (setting up and putting away) are the responsibility of the applicant/caterer.
8. **TABLE AND CHAIRS:** Ten (10) six-foot tables and 200 chairs are available for use. Any additional tables, chairs, or other equipment needed (including serving and cooking utensils) are the applicant’s/caterer’s responsibility.
9. **BUILDING AND EQUIPMENT:** Community Center, kitchen and grounds must be left in a clean and orderly condition within one (1) hour after the event, i.e., trash must be placed in plastic bags, tied and left in the kitchen; tables and chairs wiped off and returned to the original place; floors swept; and kitchen left in good order. Failure to do so will result in a charge based on the time necessary to return the Community Center to proper condition. Any necessary charges will be deducted from the security deposit.

10. **ALCOHOLIC BEVERAGES:** Beer and wine may be served, but the sale of the aforementioned and the serving of minors is strictly prohibited. Beer kegs must be placed on a protective covering (i.e., tarp, or plastic covering) so as not to damage the floors.
11. **ADMISSION CHARGE/TICKET SELLING:** No admission charge or selling of admission tickets on the premises. Gambling prohibited.
12. **PUBLIC ADVERTISEMENT:** A copy of any public advertisement of said event must be approved by the Parks and Recreation Office.
13. **DISORDERLY CONDUCT:** The Township reserves the right to accept or reject any application
14. **ACCEPTANCE OF APPLICATION:** The Township reserves the right to accept or reject any application.
15. **LOST, DAMAGED OR STOLEN ARTICLES:** The Township is not responsible for lost, damaged or stolen articles.
16. **MISCELLANEOUS:**
 - a. Parking permitted only in designated areas.
 - b. No throwing of rice or confetti. Throwing of birdseed and fresh flower petals only permitted outside of the building
 - c. Smoking is allowed; ashtrays to be provided by the applicant/caterer.
 - d. No thumbtacks, nails or scotch tape on walls or woodwork.
17. **ADDITIONAL RULES AND REGULATION:** The Township reserves the right to make such rules and regulations as may be deemed in the public interest.

ARDSLEY COMMUNITY EDUCATION CENTER
2828 Spear Avenue
Ardsley, PA 19038

For reservations and information, please call (215) 576-1630.