

MMP&W Activity Center  
MMP&W Volunteer Fire and Ambulance Company  
132 North Main Street  
Mercersburg, PA 17236

RENTAL RULES AND REGULATIONS

1. Occupancy of Activity Center is not to exceed 150 persons.
2. Activity center rooms shall be left in the same condition as they were upon arrival. All chairs, tables, podiums, etc., shall be returned to the storage areas. Tables and chairs shall be wiped down after use.
3. All trash cans (including, but not limited to kitchen, main area and bathroom) shall be emptied. New trash bags shall be placed in all cans. All trash shall be placed in the dumpster beside the storage building.
4. No candles or other open flames are allowed in the Activity Center.
5. No glitter, confetti, rice or birdseed or other similar items may be thrown or used inside or outside of the Activity Center. Any use of such items **WILL** result in forfeiture of any security deposit paid.
6. No tape, thumb tacks, nails or adhesive materials shall be applied to any wall or surface in the Activities Center. Damage to the walls or other surfaces **WILL** result in forfeiture of any security deposit paid. Tape may be used on tables but must be fully removed, including all sticky residues, at the end of the event.
7. Parking shall be limited to the marked areas beside and behind the Activity Center. No parking in the front lot next to the MMP&W Fire Station, or in the Activities Center lot along the back of the fire station (spaces marked in red for fire/ambulance personnel only). MMP&W is not responsible for accidents in the parking lot or for damage to vehicles in the parking lot.
8. No smoking inside the building. Smoking is limited to the designated areas outside the building. All refuse from smoking shall be properly disposed of in proper containers.

9. It is the renter's responsibility to procure any required permit prior to the event. A copy of any special event permit (if required) must be provided to the Activity Center Coordinator (reservation manager) no less than fifteen days prior to the event. Failure to do so may result in cancellation of the event and forfeiture of any security deposit paid.
10. All areas beyond the specified area listed in the rental agreement are OFF LIMITS and are not to be used. Please be cognizant that there may be more than one activity taking place at the Activities Center at a given time and respect other attendees.
11. Alcohol is permitted on premises but cannot be sold, NO money can be collected for alcohol at any event at the MMP&W Activity Center. Renters are solely responsible for ensuring the safe and responsible consumption of alcohol at his or her event. Please ensure that attendees are not drinking and driving and are not creating either a disturbance or damage at the event.
12. All activities must terminate by 12:00 a.m.. Renters may remain on premises to complete clean up until 1:00 a.m. but the event itself must terminate at midnight. Everyone must vacate the property at 1:00 a.m.
13. In case of a non-emergency or other situation with the Activity Center, please contact one of the members listed on the rental agreement or call the fire station at 717-328-3727 to reach an MMP&W member who can help.
14. Parents are directly responsible for the supervision of their children while using the Activity Center. Please note that the Activity Center is located on a road and there will be cars using that road.
15. There is use of a limited kitchen included in the rental. This includes a sink, fridge/small freezer, regular electric stove and oven. Renters are responsible for cleaning up after themselves in the kitchen if it is used. Use of the steam tables is not included in the rental fee but can be included for an additional \$25 fee.
16. Two large Bluetooth speakers and a connected microphone are not included in the rental fee but can be included for an additional \$50 per day. Speakers can be connected to via auxiliary cord, USB, or Bluetooth. The Auxiliary cords and USB cords are NOT provided.

17. Use of the pull-down screen and projector can be used for an additional \$50 per day. The projector can be connected to a computer or other source via the provided HDMI cord. No hanging on, touching, or putting up and down of the screen.
18. DJ or other entertainment and cost thereof is solely the responsibility of renter. Renter is solely responsible for ensuring that he/she complies with all sound ordinances and no sound complaints will be tolerated.
19. No tablecloths, dishes, glassware, napkins or silverware are included in rental of the facility. Renter is solely responsible for said items. No dishes shall be washed in the bathroom sinks!
20. Renter is responsible for sweeping and/or vacuuming the activity center, wiping down tables, cleaning bathrooms (including emptying trash, wiping down counters, ensuring toilets are flushed, floor is vacuumed), and cleaning the kitchen (if used), at the end of the rental period. Failure to do so **WILL** result in forfeiture of any security deposit paid.
21. Renter is solely responsible for any and all injuries that occur to participants at Renter's event. It is highly recommended that Renter obtains liability insurance.
22. No pets or other animals (except certified service animals) are allowed without written approval by MMP&W.
23. Upon leaving the Activity Center, all lights should be shut off, and doors and windows shut and locked. Renter is not permitted to change the thermostat settings in the building. If there are issues with temperature, contact the fire house.