



HCC AS A MEETING ROOM RENTAL AGREEMENT

This Agreement between _____ (Renter) and the Town of McCandless (ToM) defines the terms and conditions for rental of the McCandless/Northern Allegheny Heritage and Cultural Center (Aufman Lane, Wexford, PA 15090) as a meeting room. This Agreement includes a Meeting Room Rental Request Form that is incorporated into this Agreement.

The following terms and conditions apply to all meeting room rentals:

1. Use of the McCandless/Northern Allegheny Heritage and Cultural Center is reserved for ToM staff and subsidiaries, and when available, for use by the public on a first come, first serve basis. Additionally, events utilizing this space must adhere to the Town's Statement of Equality, Diversity and Inclusivity (which states, "The Town of McCandless is a place of welcome and hospitality for all who would seek lawful residence in or visit our community regardless of their country of origin, race, native language, religion or sexual orientation and embraces empathy for all, promoting equality, diversity and inclusivity").
2. Public use is limited to local organizations, non-profit organizations, and organizations affiliated with ToM programs and staff. No personal events are permitted.
3. The McCandless/Northern Allegheny Heritage and Cultural Center as a meeting room is available for use before, during, and after regular office hours at the discretion of ToM. Trained HCC volunteer(s) or staff member(s) must be present at all events. The HCC cannot be rented on Town holidays.
4. All Renters must complete a Meeting Room Rental Request Form. Meeting rooms may not be scheduled more than 6 months in advance.
5. Public entrances are to be used for all access to and from the building.
6. Parking is available in the municipal parking lot on Aufman Lane and the adjacent ToM Town Hall/Devlin Park parking lot.
7. McCandless/Northern Allegheny Heritage and Cultural Center volunteers/ToM staff are responsible for setting up the room before the event, and Renters are responsible for clearing the room at the conclusion of the event. If tables and chairs have been rearranged, they must be returned to their original positions. All food and other items brought in must be removed at the end of the meeting and trash must be placed in receptacles.
8. Affixing banners, signs, artwork or other materials to walls, fixtures or other areas of the rooms is prohibited.
9. The McCandless/Northern Allegheny Heritage and Cultural Center's displays contain valuable and unique historic items. They cannot be moved or rearranged by guests. At the discretion of Center staff, some of the displays may be moved by Center staff/volunteers at the request of the renter.



10. Smoking, alcoholic beverages, open flames, and lit candles are prohibited.
11. Exterior doors are to remain closed at all times and under no circumstances are they to be propped open.
12. Renter and attendees agree not to use other office work areas, staff computers, staff phones, or the other areas of the building. Use is limited to the room rented and common and public areas such as the restrooms and the greenspace along Ingomar Road. The lower level of the Center and the office on the upper level are off-limits to renters.
13. Use of the McCandless/Northern Allegheny Heritage and Cultural Center as a meeting room does not constitute endorsement or approval of viewpoints expressed by Renter or participants in the event. Advertisements or announcements implying such endorsements are prohibited.
14. **Based on the 2026 fee schedule put forth by Town Council, the cost to rent the HCC is \$75/hr with a refundable \$200 deposit for receptions and events or \$30/hour for small group meetings (less than 30 people).** Upon receiving completed paperwork, confirmation of date and time availability, and approval by Town of McCandless Administration, deposit is due within 7 business days. Cash and check payments can be made payable to the Town of McCandless and accepted in the Town Hall office M-F 8-4. Payments can also be made online at townofmccandless.org. Deposit will be returned after event if no damages are assessed.
15. A 7-day cancellation notice must be given to receive a refund of the fee and deposit.
16. Renter shall release, indemnify, and hold harmless the ToM against and from any liability, loss, cost, damage, or expense sustained or incurred by the ToM, including attorney's fees and other expenses of litigation, (a) on account of the use of the premises by the Renter or any of the Renter's guests in a manner in violation of or inconsistent with the terms of this Agreement; (b) arising out of any failure of the Renter to promptly perform any of its obligations under this Agreement; or (c) arising out of any accident or other occurrence causing injury to any person or damage to any property resulting from the use of the premises by the Renter or the Renter's guests, to the extent such accident or occurrence is not the result of the gross negligence of the ToM or its agents and/or employees.
17. In addition to any other remedies at law or in equity, the ToM may avail itself of any or all of the following remedies in the event of a breach of contract by the Renter, (a) close the premises or any portion of the premises to access by the Renter or the Renter's guests, or (b) require the Renter and the Renter's guests to immediately leave the premises. In the event of any dispute concerning the ToM's right to exercise any of such additional remedies, the Renter now waives for itself and for all of the Renter's guests any right to remain on the premises.
18. In no event shall the ToM be liable under the Rental Agreement for any indirect, incidental, special, or consequential damages incurred by the Renter, whether in an action in contract or tort. Furthermore, under no circumstances shall the ToM's liability under this Agreement exceed the rental fee paid by Renter to the ToM hereunder.



25. In consideration of the opportunity afforded me to enter and utilize the facilities of the ToM and to participate in the events and activities located therein and thereon, I and my guests, invitees, assigns, dependents, or agents hereby assume all risk of loss or injury to my person, or the person of my guests, invitees, assigns, dependents or agents and/or my property, or the property of my guests, invitees, assigns, dependents or agents, that may be sustained in connection with such utilization of the facilities of the ToM. I, for myself, my heirs, administrators, executors, guests, invitees, dependents, agents, and assigns, do hereby release, remise, and forever discharge and hold harmless the ToM, its elected and appointed officials, employees, volunteers, agents, assigns, and any and all others working on behalf of the ToM of and from all claims, demands, actions and causes of action of any sort, for any injury to my person, and/or damages to my property arising from my use of the facilities of the ToM. I intend by signing this agreement to release and waive all claims for negligence or any other basis for liability against the ToM for injury to my person and/or damage to my property or for personal injury or damage to the property of my guests, invitees, assigns, dependents or agents, whether or not such claims are based solely or in part on the conduct of the ToM, its agents, servants, employees, elected officials, and professional consultants.

I, the undersigned, have read and understand the information contained in the Agreement regarding the use of the McCandless/Northern Allegheny Heritage and Cultural Center as a meeting room and agree to abide by all guidelines.

Town of McCandless Administration

Name: _____ (Print or Type)

Title: _____ Date: _____

Signature: _____

Renter

Name: _____ (Print or Type)

Title: _____ Date: _____

Signature: _____

Return Meeting Room Rental Agreement and Meeting Room Rental Request Form to:

Abby Lucostic, Director of Parks and Recreation
9955 Grubbs Road, Wexford, PA 15090
Phone: 412-364-0616 x124 alucostic@townofmccandless.org



HCC AS A MEETING ROOM RENTAL REQUEST FORM

Date of Request:

Organization:

Type of Organization:

Type of Event:

Contact Person:

Address:

Phone:

Email:

Date Room Requested: ____/____/____

Time Room Requested: _____



FACILITY SET UP

Reminder: Use of the McCandless/Northern Allegheny Heritage and Cultural Center for Meetings for a maximum of 45 people, based on local fire codes.

Anticipated Number of Attendees: _____

Event Start Time: _____

Event End Time: _____

AV/Equipment Needed:

___ Teleconferencing

___ Projector

___ Screen

___ Microphone

Table Set-Up Style:

___ Theater Style (chairs in rows)

___ Classroom Style (tables with chairs)

___ Board Room Style

___ U-Style

___ Other: _____

Town of McCandless Administration

Name: _____ (Print or Type)

Title: _____ Date: _____

Renter

Name: _____ (Print or Type)

Title: _____ Date: _____