



**TOWNSHIP OF SOUTH FAYETTE
ALLEGHENY COUNTY, PENNSYLVANIA**

FACILITY USE & CODE OF CONDUCT POLICY RESOLUTION

RESOLUTION No. 2025-03

A RESOLUTION OF THE TOWNSHIP OF SOUTH FAYETTE, ALLEGHENY COUNTY, PENNSYLVANIA, ESTABLISHING POLICIES, PROCEDURES AND RULES APPLICABLE TO USE OF ALL TOWNSHIP-OWNED INDOOR FACILITIES

WHEREAS, the South Fayette Township Board of Commissioners recognizes the need to grant permission to use the township facilities for township-based community organizations for meetings, presentations and programs. Personal rentals, for parties and other such gatherings, are not permitted.

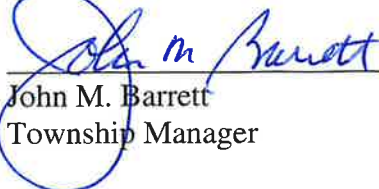
WHEREAS, the Board of Commissioners desires to establish policies, procedures and rules for use of specific rooms and areas at township-owned indoor properties, including Township Municipal Center, at 100 Township Drive, and the Millers Run Road facility, at 515 Millers Run Road;

WHEREAS, the township reserves the right to approve or deny any and all applications for the use of the township facility at any time;

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved, that the Board of Commissioners does hereby approve the adoption of the Facility Use and Code of Conduct Policy, as follows in Appendix A.

Duly adopted on this 12th day of March 2025, by the Board of Commissioners of the Township of South Fayette, Allegheny County, Pennsylvania, in lawful session duly assembled.

Attest:



John M. Barrett
Township Manager

Township of South Fayette


Chuck Lazzini
President, Board of Commissioners



SOUTH FAYETTE T O W N S H I P

A Community Growing Together

Facility Use & Code of Conduct Policy Adopted MARCH 2025

RESERVATION & USE PROCEDURES

Granting permission to use the township facility does not in any way constitute an endorsement of the individual's or organization's policies or beliefs by the township. The township reserves the right to deny any and all applications for the use of the township facility. Individuals wishing to reserve a pavilion or other park facility may make a request with the South Fayette Parks and Recreation Department using a separate procedure.

Personal rentals, for parties and other such gatherings, are not permitted. Use of indoor township facilities is primarily for township-based community organizations for meetings, presentations and programs.

Facility Use Requests

Requests for use of township facilities may be made in the following ways. (Submission of a request does not guarantee use.)

- Submit the paper application in person at the South Fayette Township Municipal Center Monday to Friday, 8 a.m. – 4:00 p.m., excluding holidays
- Email completed application to pwillis@sftwp.com
- Complete and submit the Indoor Facility Request Form.

Reservations


- Facilities and meeting rooms are available between the hours of 8:00 a.m. and 10:00 p.m., Monday through Sunday.
- Township meetings, programs and activities have PRIORITY over any other scheduled uses. Applicants will be notified of any conflict and cancellation of use of the public room(s) if needed. A township emergency will displace a scheduled use immediately and without notice.
- The township reserves the right to restrict and/or cancel any approved use at any time.
- All use requests are on a first-come, first-served basis and must be made **at least five (5) days in advance, and no more than ninety days (90) in advance, of the use date.**
- Reservations are not final until approved by South Fayette Township and the user receives an official FACILITY USE PERMIT from the township via email. Submission of a use request in any form does not guarantee permission.
- A Facility Use Permit is valid only for the designated day, time and space on the permit.
- No setup is permitted the day prior, and no cleanup is permitted the day after use.
- Special equipment and outside contracts must be approved, insured and noted on the permit. The minimum insurance required is \$1 million, naming South Fayette Township as an Additional Insured. Township reserves the right to request copy of insurance.
- Restroom facilities are in the lobby of the Municipal Center (refer to map).
- Storage facilities will not be provided to any individual, group or organization.

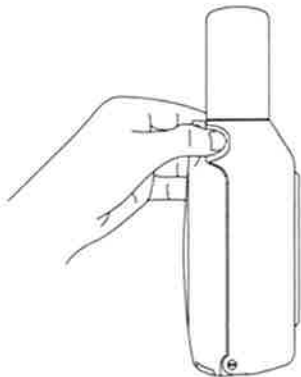
- Township-owned buildings are not for use by non-township organizations, unless otherwise granted special approval by the Board of Commissioners on a case-by-case basis.

South Fayette Township Municipal Center - Building Access

- The building front doors will be scheduled to **UNLOCK 15 MINUTES BEFORE START OR SETUP TIME.**
- The building front doors will **LOCK 15 MINUTES AFTER START OR SETUP TIME.**
- Doors will remain unlocked for 30 minutes maximum. It is the renter's responsibility to let in guests during the duration of the facility use and when doors are locked.
- For certain types of events, doors may be requested to remain open for the duration of use on a case-by-case basis. **YOU MUST REQUEST ADDITIONAL DOOR ACCESS AT LEAST 5 DAYS IN ADVANCE.**

South Fayette Senior Center - Building Access

- The room doors are located at the back of the 515 Millers Run Road facility.
- A physical key is located inside a box that hangs on the door handle. You can access the key with a **9-digit code that will be provided to you via email**, once facility use is approved.
- Code will be active **15 MINUTES BEFORE START TIME** and **30 MINUTES AFTER END TIME.**
- To use the lockbox:
 - Press any button on the keypad to wake up the device.
 - Key in your 9 - digit pin followed by the  icon
 - The LED indicator will flash green twice and emit 4 short ascending tones once unlocked
 - To open the box, grab the side indents and **FLIP DOWN** the lock face as displayed below:



- Remove the key from the box and manually unlock the door with the physical key.
 - You can keep the key until the end of the event; please take care not to lose it.
 - **AFTER YOUR EVENT, manually lock the door with the physical key and return the key to the lockbox.** The box will lock automatically once shut.
- If the key is not returned to the box, any security deposit will be forfeited.

Security Deposits & Use Fees

- There is no designated use fee. However, the township reserves the right to implement a discretionary fee or regular fee at any time.
- Nonprofits may be asked to provide proof of nonprofit status.
- To be considered a township nonprofit, 90% of the group/club members must be South Fayette residents. A roster, including addresses, may be requested.
- A security deposit is required of each facility user. Security deposits must be paid at the time of the initial facility use request or within 5 days of facility use approval.
- Security deposit payments are accepted in the form of cash, check or any major credit card (processing fees apply). **Checks are payable to SOUTH FAYETTE TOWNSHIP.**
- The security deposit will be refunded to a credit card 2 weeks after the use date or at the end of the year for reoccurring uses. (Please allow an additional 5 to 10 business days for the refund to appear on your credit card.) Deposits made by check will be refunded within 30 days of the facility use date.
- The security deposit will NOT be returned if:
 - Township property is missing or damaged
 - Supplies or other outside materials remain at the site
 - The facility is not appropriately cleaned, returned to its former state or left in poor condition
 - Rental space is used longer than the designated time
 - Facility use was not canceled prior to not using
 - Key is missing (Senior Center)
- The person who signs the South Fayette Facility Use Request application must be at least 21 years old and is responsible for ensuring the facility is clean and free from damage and that township property has not been removed from the facility.
- Surcharges and/or processing fees added to credit card payments are absolutely non-refundable.

Cancelation and Change of Date Policy and Fees

If a rental must be canceled or changed, the renter agrees and understands that the below policies and fees will apply:

Cancelation or Date Change

- Must submit cancelation or date change request via email. Date and time of received email is the time stamp.
- Cancelations or changes made **more than 5 days before the reservation date** will receive the full security deposit.
- Cancelations or changes made 5 days or less before the reservation date will forfeit 50% of the security deposit.

RENTAL RULES

- Township facilities are not for personal use. No birthday parties, graduation parties, reunions, etc. Rooms are for township organization meetings, presentations and programs only.
- It is the responsibility of each individual, group or organization using public space to ensure debris, other than that which placed into the wastebasket, is removed.

- Public rooms shall be left in a neat, clean and orderly condition. If not, the individual, group or organization will forfeit the security deposit and be notified that continued offenses will result in being denied access to the facility.
- The individual, group or organization is responsible for any damage incurred while using the facility.
- Group activities involving more than normal meetings or typical room use will need to be specially approved.
- The following are **limited** in township facilities and require specific township review and approval:
 - Food and beverage – Must provide a description of offerings at the time of reservation
 - Use of the commissioners' desk/dais
 - Sale of merchandise or other materials
 - Going beyond room capacity
- The following items are **prohibited** on township property:
 - Smoking
 - Alcoholic beverages
 - Animals
 - Use of staples, nails, tape or any other materials on walls
 - Confetti or glitter

Audio-Visual Amenities

- The township will not provide computers. Users are responsible for bringing their own devices.
- TV monitors are available for presentation or display. There are no projector capabilities.
- Rooms have MAC OS and Windows capabilities.
- Provided AV equipment is found in white boxes located in each room. Items include:
 - Remote control to turn on the TV screens. Point the remote at each TV to turn on.
 - Various adaptors to connect devices to TV monitors.
- HDMI cords are plugged into the floor and will automatically be displayed on the TVs. Leave the cord plugged into the floor.
- Microphones are available upon advance request.

Additional Township Facility Rules and Regulations

- Operation of motor vehicles is permitted on established driveways and in designated parking areas only
- Motor vehicles may be parked only in designated parking areas
- All individuals must maintain appropriate, respectful behavior. Public disturbances, including lewd or vulgar language and excessive noise, are prohibited
- All individuals are to exercise care in protecting township property. Breaking, cutting, defacing or injuring any landscaping, building, sign or other property is prohibited.
- Politically affiliated campaigns or rallies are prohibited in and on township-owned property.
- Religious or worship services are prohibited in and on township-owned property.

- Appropriate attire is required, including shoes, shirts and pants.
- No littering. Trash should be placed in containers provided by the township.
- All individuals must comply with state and local trespassing laws.
- All rooms in the South Fayette Township Municipal Center are under visual and audio surveillance at all times. Millers Run Road facilities are under visual surveillance.
- South Fayette Township is not responsible for personal property, whether it is left on the premises, lost, stolen or damaged.

South Fayette Township – Visitor Code of Conduct

South Fayette Township strives to provide a positive experience for those visiting township facilities by following the Professional Standards of Conduct Policy. In addition, the township supports a workplace that is conducive to personal safety and security and is free from intimidation, threats or violent acts. The township does not tolerate workplace violence, including the threat of violence by anyone who conducts business with the township. The township will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance or that creates an intimidating, hostile or offensive work environment.

Complying with this Code of Conduct is required by all people doing business with township employees.

Violators who do not comply with this policy may be asked to leave the premises.

Expected Conduct

- Avoid causing disturbances or disruptions
- Show respect for others, building facilities and personal property of others
- Use common courtesy when interacting with others
- Do not engage in any lewd or offensive behavior
- Any form of violence is prohibited
- Smoking, drinking alcohol or appearing to be under the influence of any illegal substance is prohibited

Contacts

- Door access: IT Department, {Phone number}
- General issues: {Phone number}
- Emergency: 911