GENERAL RULES

- All events at the Stuart Community Center are subject to the Department of Health’s mandates due to COVID-19. The health and safety of our guests and staff is our highest priority. A commercial cleaning service cleans the facility regularly. In addition, staff disinfects high-touch items as needed.

- Face masks, physical distancing, and proper hand hygiene are required.

- Room capacities are limited. No kitchen rentals at this time.

- Renters are responsible for the behavior of their guests. Children and teens must be supervised at all times. Adequate adult supervision is required.

- **No confetti**, glitter, powder balloons, powder cannons or silly string! No grills or fog machines.

- Only two appliances may be used in Multi-Purpose rooms at one time. Chafing dishes are permitted. No candles, except birthday candles.

- Tobacco products, alcohol and drugs are not allowed on the property.

- No animals or pets. Service dogs individually trained to perform tasks for a person with disabilities are permitted.

- Foul language, fighting and indecent conduct will not be tolerated. Center Supervisors have the authority to expel offenders.

- Only indoor softballs, baseballs and lacrosse balls may be used.

- Carlisle Parks & Recreation is not responsible for lost or stolen items.

- No cleats, spike heels or shoes with wheels in the gym. Non-marking shoes only. Skateboards, scooters and hoverboards may not be used inside.
**ROOM RENTAL**
Multi-Purpose Rooms - $14/hr
Capacity = 17 people maximum (COVID limit)

**HALF-GYM RENTAL**
Gym 1 with Stage - $35/hr
Gym 2 - $30/hr
Capacity = 25 people maximum (COVID limit)

**FULL-GYM RENTAL**
Full Gym (Sports) - $45/hr
Full Gym (Party/Event) - $50/hr
Capacity = 25 people maximum (COVID limit)
Volleyball Net Set-up - $15 flat fee
Pickleball Net Set-up - $10 flat fee

**POLICIES**
- The facility cannot be rented for profit-making purposes. Renters may not charge admission fees or sell food, products or services.
- Rental space is intended for sports, private parties and meetings of clubs and organizations. Community events may be allowed only at the discretion of the Parks and Recreation Director.
- Gym renters who wish to play music for their private event, or rent an inflatable, must reserve the Full Gym. Music must be kept at a reasonable volume and lyrics must be clean. Music is permitted in the Multi-Purpose Rooms, also. Use of an inflatable requires prior approval and Certificate of Insurance.
- Tables and chairs are provided at no charge. Supply is limited. Gym renters are responsible for set-up and tear-down of tables and chairs during their rental period. Staff will set up tables and chairs in Multi-Purpose rooms.
- Renters must sign a Hold Harmless Agreement and turn in a Cleaning Checklist after their rental. It is the renter's responsibility to clean and take trash to the dumpster. Trash bags, gloves, vacuum and cleaning supplies are provided. ~Renters must disinfect all tabletops and chairs after their event.~
- A $25 penalty plus hourly fees will be assessed if a renter fails to clean thoroughly or leave the rental space on time.
- A Center Supervisor is on duty when there are scheduled programs or rentals. Otherwise, the building is closed. Call (717) 226-1562 if the building is not open 10 minutes prior to your rental.

**RENTING THE FACILITY**
The Gym and MP Rooms are available by reservation:
Monday - Saturday, 8 am - 11 pm
Sundays, Noon - 11 pm

- **Reservations must be made at least one week in advance.** Call or stop by the Parks and Recreation office during business hours.
- **Full payment is required at the time of reservation.** Cash, credit, debit and checks (payable to Carlisle Parks & Recreation) are accepted. We are not able to give discounts to non-profit organizations. Reservations are available on a first-come basis.
- **Renters must include their set-up and clean-up time in the hours they reserve.** They may not enter the Multi-Purpose Room or Gym early. They must clean up and leave the space by the end of their rental period or a $25 penalty and hourly fees will apply.
- **Renters must be at least 21 years of age.** ID may be required.

**One Month at a Time - “The Second Monday Rule “**
To reserve the Gym or a Multi-Purpose Room multiple times per month, renters must call the office no earlier than the second Monday of a month to reserve for the following month. Customers may reserve only one month at a time, no more than 2 hours per day or 1 day per week.

The community center operates on a very tight schedule due to recreational programs as well as rentals by individuals and community groups. We believe this is the best way to accommodate the most people.

**CANCELLATION POLICY**
Cancellations must be made no less than 7 days in advance. A 10% Administrative Fee will be deducted from all refunds. If payment was made by cash or check, a refund will be mailed from the Finance Department in approximately 2 - 3 weeks.

Fees will not be refunded if cancellation is made less than one week prior to the reservation.

Plenty of Free Parking - Accessible - Wi-Fi Available