

EPI-CENTER GROUP RENTAL

East Oreland Program & Intergenerational Center
 100 Wischman Ave., Oreland, PA 19075 (215) 643-1600 x3443
 (corner of Wischman Ave. & Twining Road, 2 blocks north of Pennsylvania Ave.)

WHAT IS THE EPI-CENTER? The EPI-Center is owned and maintained by Upper Dublin Township. This former public school building has been a focal point of the East Oreland community for close to 100 years. Since closing its doors as the East Oreland Elementary School in 1965; the building has quartered Upper Dublin School District Administrative Offices, the Upper Dublin Public Library and the Oreland Art Center. Currently, the building houses the Senior Adult Upper Dublin Center (SAUDC) and various programs sponsored by Upper Dublin Township's Department of Parks & Recreation (UDP&R).

WHO CAN RENT THE EPI-CENTER? Anyone can rent the EPI-Center; fees differ for residents and non-residents (see fee schedule below). Rental of EPI-Center facilities is limited to community group uses (meetings and social events) and private parties. Facilities may not be rented for business or sales purposes. Adults must be present at any function involving individuals under 21 years of age. The individual securing the permit must be an Upper Dublin resident age 21 or older who will be present at the event.

WHEN CAN THE EPI-CENTER BE USED? The EPI-Center is available for rental weekdays from 4 p.m. to 10 p.m. and weekends from 9 a.m. to 10 p.m. Groups may rent the facility for up to 4 hours. Rentals in excess of 4 hours are considered on a case-by-case basis. Due to the residential location of the facility, noise must be reduced at 9 p.m.

HOW MANY PEOPLE CAN BE IN MY GROUP? The facility can accommodate up to 60 people due to limited on-street parking. Car-pooling is encouraged. Seating for 76 is available in the Dining Room (7 oblong banquet tables x 8; 1 oblong conference table x 6). There are 4 additional oblong banquet tables in the Kitchen generally used for serving. Larger groups are considered on a case-by-case basis. A chair lift is available inside the front door for disabled individuals requiring it for access to the upper level. Children must be supervised at all times when on site.

WHAT ROOMS CAN I RENT? UPSTAIRS rooms available for rental are: **Library, Kitchen, Dining Room and Community Room**. Separate men's and women's rest rooms can be accessed from the hallway. **DOWNSTAIRS** rooms are generally not available for rental as they are scheduled for UDP&R programs and UDP&R's themed children's birthday parties (call UDP&R for information).

HOW DO I RENT THE EPI-CENTER? Contact UDP&R during the business day -- (215) 643-1600 x3443 -- to inquire about the availability of the facility and to start the reservation process. *Contact UDP&R at least one month in advance of your planned event.* All groups are required to complete and return a "RENTAL GROUP APPLICATION -- EPI-CENTER" form. UDP&R will review the form, check availability of the facility and supervisors, and then process a Facility Use Permit. The permit is forwarded to you. You will review and sign the form and then return the white copy of the form to UDP&R along with required fees and the refundable Security Deposit.

HOW MUCH DOES IT COST TO RENT THE EPI-CENTER? Fees as outlined below may be made in cash, checks made payable to Upper Dublin Township, or by credit card. We accept Visa, MasterCard, or Discover.

		# of ATTENDEES	FEE	BEVERAGE FEE
RENTAL FEES	Community/Group - meeting	up to 60 attendees	determined on a case-by-case basis	no alcohol permitted
<i>(Paid in addition to the Basic Use Fee)</i>	Community/Group - social	up to 60 attendees	residents: plus \$25 per hour or portion thereof/non-residents \$30	plus \$25 for up to 30 people/\$50 for 31-60 people
	Private Group - any purpose	up to 60 attendees	residents: plus \$25 per hour or portion thereof/non-residents \$30	plus \$25 for up to 30 people/\$50 for 31-60 people
SECURITY DEPOSIT <i>(refundable)</i>		up to 60 attendees	\$200	

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WHAT ITEMS ARE PROVIDED AT THE EPI-CENTER? Your permit will indicate which rooms are open to you during your rental. The furniture in each room is available to you. If you are using the **Kitchen**, you have access to the sink, stoves, ovens, refrigerator, microwave and serving tables. If you are using the **Dining Room**, you have access to the tables and chairs in that room as well as the movie screen. If you are using the **Library**, you have access to the chairs and sofas. If you are using the **Community Room**, you have access to this nicely carpeted, open area. Groups do not have access to SAUDC dishes, utensils or small appliances other than the microwave. Kitchen **trash bags** and **rest room paper supplies** are also provided.

WHAT ITEMS DO I HAVE TO PROVIDE? You provide the following for your event:

- ◆ food & beverages
- ◆ table covers (for every table used)
- ◆ plates, cups, napkins
- ◆ utensils (cooking, eating & serving)
- ◆ decorations (including tape)
- ◆ coffee pots or urns
- ◆ extension cords
- ◆ pots, pans, baskets, bowls & chafing dishes (cooking & serving)
- ◆ dish towels, dish rags & pot holders

IS THERE ANYTHING THAT IS NOT PERMITTED INSIDE?

- ◆ use of the telephone
- ◆ use of the copier
- ◆ use of SAUDC dishes, utensils or coffee pots
- ◆ smoking
- ◆ dogs or other pets
- ◆ hard liquor or drugs
- ◆ fireworks
- ◆ nails or tacks on walls
- ◆ roller blades, skates, skateboards, bikes, scooters
- ◆ ballplaying, wiffle ball, kick ball
- ◆ disc jockeys or live music/entertainment requiring amplification
- ◆ water balloons, water guns or similar

CAN I USE A CATERER? A VENDOR? CAN I HAVE LIVE ENTERTAINMENT?

Yes, Yes and Maybe. Any of these three must be declared on the "Rental Group Use Application - EPI-Center" and will be reviewed by UDP&R. Please indicate the name of the caterer or vendor as well as what equipment they will bring on site. Live entertainment is reviewed on a case-by-case basis. Under no circumstances is a DJ or live band permitted.

AM I PERMITTED TO SERVE ALCOHOLIC BEVERAGES?

You may serve alcoholic beverages if you have requested and paid the additional fee for a "Beverage Permit." A Beverage Permit allows beer, wine and wine coolers to be served at your event. The event organizer is responsible for ensuring that only people 21 years of age and older consume alcoholic beverages. Alternate non-alcoholic beverages must be available to guests as well.

HOW DO WE GAIN ACCESS TO THE BUILDING? IS SUPERVISION PROVIDED?

UDP&R will provide a Site Supervisor for the day of your event. This individual will:

- ◆ meet you at the EPI-Center and open the building and rooms that are part of your event
- ◆ review facility usage with you and make sure that utilities are functioning at a proper and comfortable level
- ◆ assist you as necessary in set-up
- ◆ provide information, direction and enforce rules
- ◆ direct you to brooms, trash bags, etc. required for cleanup
- ◆ inspect the premises with you prior to leaving and lock the building when you leave

WHAT IS REQUIRED FOR CLEAN UP?

Each group is responsible to clean up the areas used during their event and to return them to the usual set-up. This includes rest rooms and hallways. The Site Supervisor will make brooms, dustpans, brushes and trash bags available. All trash must be bagged, securely closed and deposited outside in the trash caddy. Floors must be swept, windows closed, tables wiped down, appliances and sinks wiped clean and leftover food removed from the refrigerator. The Site Supervisor will provide additional instructions and inspect the area with the permit holder at the conclusion of the event.

HOW DO WE KNOW THAT WE'VE FOLLOWED ALL OF THE RULES?

Rules are published in this document as well as on the back of the permit. The Site Supervisor will alert the permit holder of any violation. The Site Supervisor will report violations to the Director of Parks & Recreation as necessary. The Director will contact the permit holder should there be any impact on the Security Deposit. Assuming there are no violations or telephone charges; your Security Deposit will be returned to you within 6 weeks if given in the form of cash or check; or, deleted from the face of the permit if given in the form of a credit card number.