



The Edgewood Club  
*Tradition since 1904*

## THE EDGEWOOD CLUB LIVING ROOM USE AGREEMENT

Room Capacity: 100 Chairs, Auditorium | Theater Style Seating | 60 Seated Dinner

### \*No Sales of Any Kind\*

The sale of items or service in The Edgewood Club Living Room is not permitted unless specifically approved in advance and in writing by the Club General Manager or Board Designee. The Library Annual Book Sale and Green Sale are permitted fundraisers. Commercial use by organizations whose primary purpose for holding a meeting is to sell or solicit names for future sales is prohibited, including the intent to solicit, sell, or request donations during a meeting. No organization, group or individual sponsoring or participating in the event may advertise any services or products, either verbally or in written form. No promotional material may be distributed (business cards are acceptable).

Please print legibly: Today's Date: \_\_\_\_\_

Date & Time Requested: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Attendance: # of Adults \_\_\_\_\_ #of Children: \_\_\_\_\_

Program Description or Intended Use:

Permission to use The Edgewood Club Living Room is not transferable from one individual or organization to another. The applicant signing this agreement must be present during the entire event and is responsible for set up, proper use and cleanup of the room.

Name of Applicant | Program Leader: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

By signing this agreement, applicant agrees to the following:

ROOM SCHEDULING:

- Room reservation requests may be submitted in person, by phone, or email. The Living Room reservations are handled by the Club General Manager, located on the first floor of One Pennwood Avenue, calling 412.731.3443 or emailing [info@edgewoodclub.com](mailto:info@edgewoodclub.com)
- Reservations requests made by phone or email must be confirmed by submitted a completed agreement. Failure to confirm within 5 business days automatically forfeits the reservation. No exceptions. Room use is limited to 6 times per year per grou, excluding the Library.
- Agreements are accepted no more than 6 months and no less than 5 business days in advance of the event.
- Setup/clean up must be completed within the reserved period. No access is allowed prior to or after the reserved period.
- Room must be vacated no later than 15 minutes prior to closing and left in the condition in which it was found. Trash must be removed and placed in the dumpster area.

The Club has 60” round and 6’ and 8’ banquet tables available. Chairs and linens are not provided.

The Edgewood Club does not provide any a|v equipment or services.

A|V Equipment, Chair Rentals and Linens are available thru the following vendors.

[www.allparty.com](http://www.allparty.com)

[www.elegantchaircoverdesigns.com](http://www.elegantchaircoverdesigns.com)

CONDUCT: Failure to follow The Edgewood Club policies and rules, regulations, and ordinances of Edgewood Borough will result in applicant’s loss of privileges for future use of The Edgewood Club Living Room. This includes the applicant’s failure to provide accurate information regarding the proposed use of the Room.

It is understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense than may arise during, or be caused in any way by, such use of occupancy of the facilities. The applicant further agrees that in consideration of being able to use the room, he|she will save and hold The Edgewood Club and |or their employees free and harmless from any loss, claims, and liability or damages and/or injuries to persons and property that in any way may be caused by applicant’s use or occupancy of the facilities.

I, the undersigned applicant, hereby certify that I will be personally responsible for upholding the terms of this agreement, the policy for use of The Edgewood Club Living Room, and the Policy for Public Rules of Conduct (attached).

Signature of Applicant:

\_\_\_\_\_

Date: \_\_\_\_\_

The Edgewood Club Approval

\_\_\_\_\_

Date: \_\_\_\_\_

## **Policy for Public Rules of Conduct**

The Edgewood Club welcomes you to meet in safe, clean, quiet surroundings. To ensure that all users have a positive experience, all visitors are expected to:

### **Respect the right of everyone in the facilities to enjoy a pleasant environment.**

- Follow all facility policies, and procedures; comply with the requests of facility staff.
- Obey all applicable federal, state, and local laws.
- Behave appropriately; *immediately* report to staff any behavior that is disruptive, threatening, abusive, or questionable in any way.
- Strive to keep conversations quiet; use designated cell phone areas to place or receive telephone calls; take disruptive children outside.
- Individuals whose conduct or personal hygiene disturbs others will be asked to leave the facilities.
- Turn off or disable any audible equipment *before* entering the facilities.
- Respect the privacy rights of others; photography or audio and video recording in the facilities requires prior written permission from Facility Administration.
- Smoking|vaping is not permitted anywhere in the building or within 15 feet of any entrance.

### **Keep the facilities a safe place.**

- For their safety, children under age 10 must be supervised by an adult at all times.
- Secure/monitor your property; the Club is not responsible for loss or theft.
- Avoid activities on premises that could cause injury to you or to others.
- Large, bulky items—or any item that might create a safety hazard—must be left outside the facilities.
- Facility entrances, exits, elevators, stairs, or aisles may not be blocked.
- Appropriate dress, including footwear, must be worn.
- Exhibiting harmful matter to minors is a misdemeanor, whether in print or on a computer screen.

Visitors to the facilities are responsible for the consequences of their choices and actions. The Edgewood Club retains the right to take any action necessary to ensure a safe and pleasant environment for everyone.