



The Edgewood Club

Tradition since 1904

## **RESERVATION OF THE EDGEWOOD CLUB LIVING ROOM**

Community groups are permitted and encouraged to use the Edgewood Club Living Room for social, educational, cultural, or intellectual activities that are consistent with the rules for eligibility and use as set forth in this *Policy*, and comply with the procedures and limitations specified in the *Room Use Agreement*.

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)

## **ELIGIBILITY**

1. Organizations eligible to reserve The Edgewood Club Living Room (in priority order)
  - a. CC Mellor Memorial Library-sponsored meetings, programs, etc.
  - b. The Edgewood Club affiliated groups (e.g., Board of Trustees, Edgewood Foundation, Edgewood Historical Society, etc.)
  - c. Edgewood Borough Departments
  - d. Other groups will be considered upon request

## **RULES FOR LIVING ROOM USE**

Permission to use The Edgewood Club Living Room will be granted under the conditions detailed below.

All rules and regulations governing the use of the room, and all other facilities rules, will be followed. Permission may be revoked at any time for failure to do so.

Room use shall not interfere with the operation of The Edgewood Club; no access is allowed prior to or after the reserved period. Reservations can be made no more than six months in advance of the actual event date, other than the Annual Book Sale and Green Sale.

The sale of items or services is not permitted, unless specifically approved in advance and in writing by the Club General Manager or Board Designee; this does not apply to the Annual Book Sale or Green Sale.

At least one adult must be present for each 15 minors in any group using the rooms.

Smoking, vaping, and alcoholic beverages are not permitted anywhere in facilities. Amplified music is not permitted unless authorized.

Maximum occupancy must not exceed the limits set by The Edgewood Club.

The Edgewood Club does have 60" round tables as well as 6' and 8' banquet tables available; the Club does not provide A|V equipment, chairs or linens.

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)

Plans for decorations must be pre-approved by The Edgewood Club General Manager, decorations must never obstruct exits, and are to be removed before the group leaves the building unless other arrangements have been approved.