

# McCandless/Northern Allegheny Heritage Center

## Guidelines for Reserved Usage

1. The Town of McCandless and the Heritage Center Financial Development and Promotional Committee encourages people to use the McCandless/Northern Allegheny Heritage Center as a focal point of public events and presentations. The FDPC will seek out community organizations, school districts, private schools and churches with whom to partner with to help run events.
2. Heritage Center events and displays take precedence in scheduling.
3. Events should attract/invite guests to experience the mission of the Heritage Center (which states, "The McCandless/Northern Allegheny Heritage Center promotes an understanding of twentieth century life in the Town of McCandless and its surrounding region in the North Hills of Pittsburgh. Displays, outreach programs, and a reference library are provided for the education and enjoyment of patrons of all ages. The Center encourages participation and inspiration through its educational offerings, which serve the needs of the local public."). Additionally, events utilizing this space must adhere to the Town's Statement of Equality, Diversity and Inclusivity (which states, "The Town of McCandless is a place of welcome and hospitality for all who would seek lawful residence in or visit our community regardless of their country of origin, race, native language, religion or sexual orientation and embraces empathy for all, promoting equality, diversity and inclusivity").
4. Use of the Center by a person or group does not constitute an endorsement by the Center of their beliefs, policies or programs. Please do not publicize events until the reservation is confirmed by Heritage Center staff. Anyone who rents the Center cannot issue any publicity indicating Heritage Center sponsorship and the Center reserves the right to post disclaimers in the building. Signage at the Center is reserved for Center use. Temporary signage must be approved by the Center.
5. Up to 45 people can occupy the center at a time (due to local fire codes). The remainder of larger groups can remain outside until the interior clears out. Special displays may reduce the amount of available space and/or occupancy.
6. For the safety of our exhibits, no food or drinks (except for bottled water with the cap on) or tobacco products are permitted inside the Heritage Center. Events that do feature food and drink are permitted to serve the food outside the Center (two 10' x 10' canopy tents may be set up outside the building at the renter's request for the serving of food and drink, or as a gathering space). Additionally, flash photography is not permitted in the Center (to protect the objects in the collection from the UV rays in the flash). Non-commercial photography without flash is permitted. Requests for commercial photography to take place must be approved by Center staff. Backpacks are permitted in the foyer of the Center (bulky bags could strike or knock over displays).
7. The Heritage Center's displays contain valuable and unique items. They cannot be moved or rearranged by guests. At the discretion of Center staff, some of the displays may be moved by Center staff/volunteers at the request of the renter.
8. Trained Heritage Center volunteer(s) or staff member(s) must be present at all events — one volunteer/staff member for every 20 people. At minimum, one volunteer/staff member must be present. Rental availability is dependent on the availability of volunteers/staff.
9. For groups of children under the age of 13, there must be one adult chaperone (provided by the group) for every 10 children.

10. The Center may be opened up to 90 minutes before the event for set-up. The Center has tables and chairs available. All other items must be supplied by the event organizer. Room set-up and break-down is done by the renter.
11. The lower level of the Center as well as the office on the upper level are off-limits to renters.
12. Events must be held outside of normal operating hours (which currently are Wednesday through Friday from 10 a.m. to 4 p.m., and Saturday and Sunday from 1 to 4 p.m.). The earliest time the Center can be opened is 10 a.m. The latest the Center can be open for an event is 9 p.m. Additionally, the Center cannot be rented on Town holidays (New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day/July 4, Labor Day, the November Election Day, Thanksgiving, the day after Thanksgiving, Christmas Eve and Christmas Day).
13. A fee of \$30 per hour is required to reserve the Heritage Center (with a minimum rental time of 2 hours). The fee may be paid with a check made out to "Town of McCandless." McCandless residents will receive a discounted rate of \$25 per hour. Everyone who reserves is required to provide a \$200 refundable deposit. The renter may not receive the entire deposit back. This could be due to several reasons caused by the renter, including, but not limited to: costs associated with repairing damage, cleaning and hiring an exterminator. An extra \$25 will be charged for renters seeking use of the canopy tents.
14. A 7-day cancellation notice must be given in order to receive the fee and deposit back. Please note, the required notice will be waived in the event of extenuating circumstances (such as bad weather, death, etc.).
15. Any item desired to be brought into the Center must be with prior approval. Decorations, space heaters and cooking equipment are not permitted. Nothing may be affixed to the walls.

#### **Additional guidelines for tour groups outside of regular hours**

The Heritage Center is open and free of charge to individuals and families. There will be a fee of \$15 for groups of 10 or more (the maximum size of a group allowed to tour is 20 people). This fee provides your group with guidance from our staff and/or volunteers who are familiar with how to best visit the Center.

#### **Note on photography by Heritage Center staff**

Please note, during events and group tours, Heritage Center staff may take photographs or video footage for publicity purposes. If you do not wish to be photographed, please let us know.

***If you are interested in scheduling an event or tour, contact John Bojarski at 412-364-0616 Ext. 118 or at [heritagecenter@townofmccandless.org](mailto:heritagecenter@townofmccandless.org).***