

BETHEL PARK COMMUNITY CENTER



The Bethel Park Community Center continues to be the center of activity in the community. Frequently reserved for social and professional functions, the facility is well known throughout the South Hills. The Community Center, with 40,495 sq. ft. of space, includes areas for special events and meetings, a gymnasium and locker area, an exercise/dance studio, walking track and a separate classroom. The large multi-purpose room has seating to accommodate 245 and is capable of being divided into three separate rooms. The Community Center also includes a lounge, catering-style kitchen, and stage. Walking trails, playground equipment, and a lighted multi-purpose field are situated on the center's grounds.

Hours of operation are:
Monday - Thursday, 9 a.m. - 9 p.m.
Friday - Saturday, 9 a.m. - 10:30 p.m.
Sunday, Noon - 9 p.m.

Open gym schedule is posted monthly and is available at the front desk.

Call 412-851-2910 for room reservations or other information.

Room Rental Fees

RENTAL RATES LISTED ARE FOR BETHEL PARK RESIDENTS. NON-RESIDENTS OR ORGANIZATIONS NOT LOCATED IN BETHEL PARK MUST CALL CENTER AT 412-851-2910 FOR RENTAL RATES

AREA	RATE	CAPACITY
Area A	\$25 per hour	49
Area B	\$50 per hour	148
Area C	\$25 per hour	49
CLASSROOM	\$25 per hour	49
A, B, & C	\$75 per hour	245
Catering Kitchen	\$100 per event	
Stage	\$50 per event	(With Area B only)
Alcohol Permit	\$50 per room	

Room Rental fees listed are per hour. **Keep in mind that rental hours must include the entire time that you need access to the rental space beginning with set-up, including event time and through clean-up.**

All rentals require a minimum 4 hour reservation.

RENTAL RATES SUBJECT TO CHANGE.

IN ORDER TO ENSURE SAFETY FOR ALL COMMUNITY CENTER USERS, CHILDREN UNDER 13 MUST BE UNDER DIRECT SUPERVISION OF AN ADULT AT ALL TIMES.

Rental Procedures

Reserving a room at the Bethel Park Community Center for your next event is a simple, straightforward process and may be done up to a year in advance. However, it is recommended that you reserve your space early as dates fill up quickly!

- Requests for rentals must be submitted in writing and should include the following information: Renters' name, address, phone numbers, date requested, time requested, specific room(s) requested (*if known*), purpose of rental and approximate number of guests expected. Requests may be returned to the Community Center in person or via email to communitycenter@bethelpark.net.
- Within a week, you'll receive written notification if your requested space is available or not.
- If available, we'll send you a Reservation Permit along with rental Terms & Conditions and additional rental information to complete.

Payment Schedule

- Fifty percent of total rental fees is due with the signed Rental Contract.
- The remaining 50% is due 30 days prior to your event.
- A refundable security deposit and room layout is due seven days prior to your event.

Please note that while we want your event to be a success, failure to meet any payment deadlines may result in rental cancellation. Fees paid will not be refunded.

Cancellation Policy/Fees

If you need to cancel your event, your request **MUST** be submitted in writing to the Community Center Director. Cancellation fees follow:

- Cancellations received in writing more than 60 days prior to the scheduled date will receive a refund of 50% of initial rental deposit, less a \$5 processing fee.
- No refund will be issued if written cancellation is received less than 60 days prior to event.

Other Rental Notes

- Any use of the Community Center which requires Municipal staff to stay after the scheduled closing time shall be charged an additional \$40 per hour for any portion of an hour that may be needed.
- Rental rate includes the set-up of tables and chairs.
- Renters will be responsible to visit the Community Center one week in advance of their event to sign-off on all seating/room arrangements. The security/damage deposit should also be paid at this time. Rate: \$100 per area rented.

Membership Fees & Renewals

A membership card is required to use the Bethel Park Community Center *Gymnasium and Walking Track*. Both residents and non-residents can purchase 12-month memberships at the Community Center during normal business hours.

All that's needed to purchase a membership is completion of a simple membership application and photo identification (*such as a drivers license*) to prove residency; once payment is received, an identification photo will be kept on file for each member – a process expected to take less than 10 minutes. New members will receive both a wallet size member card as well as a small key tag card.

Individual memberships will include five complimentary guest passes, and Family memberships will include 15 complimentary guest passes.

Annual Membership/Renewal:	Resident	Nonresident
Youth (13 - 17 years old)	\$ 5.00	\$ 125.00
Adult (18 - 59 years old)	\$ 10.00	\$ 150.00
Family	\$ 25.00	\$ 250.00
Senior Adult (60+)	\$ 5.00	\$ 80.00
Additional Guest Passes – 5	\$ 4.00	\$ 45.00
Day pass:		
Individual	\$ 1.00	\$ 10.00

To purchase a day pass, you must provide photo ID to prove residency.

MEMBERSHIP RENEWAL

All Gym memberships expire 12 months after they were issued. Please remember to renew your membership by stopping at the Community Center Desk to update your information and pay the renewal fee.



THE COMMUNITY CENTER WILL BE
CLOSED
FOR THE FOLLOWING HOLIDAY:

Easter Weekend
Friday, April 19
Saturday, April 20
and Sunday, April 21

Community Center gym and track are also closed from April 18 - April 24 for annual maintenance.

Municipal Offices will be **CLOSED** on Friday, April 19 for Good Friday.

The Community Center will be
OPEN
on
Memorial Day, Monday, May 27
from
9:00 AM – 2:00 PM ONLY

Municipal Offices will be
CLOSED
on Monday, May 27
for the Memorial Day holiday

COMMUNITY CENTER ADULT AND YOUTH CLUBS

The **Woodcarvers Club** meets every **Tuesday from 11:30AM - 2:30 PM**. Carvers of all skill levels are welcome to join this group. Club members display their finished creations at least once a year at the center.

Bethel Artist Guild - Membership is open to Bethel Park Artists of any medium. Club members' work is displayed at the Center throughout the year. Monthly meetings are held on the **first Thursday** of the month in February, March, April, May, September, October, and December at 12:30 pm. Call the Artist Guild at 412-835-7379 for additional information.

Call the Bethel Park Community Center at 412-851-2910 for information on all of our activities. If you have a special interest and would be interested in helping to form a new club or activity group, contact the Community Center Director, **Cathy Muscato**, at **412-851-2912**.

Community Center Facilities

Multipurpose Room This exceptional room can be divided into three separate sections to accommodate small and medium groups. With dividers open, the room can accommodate large group functions. The Multipurpose Room is perfect for wedding receptions, showers, banquets, parties, meetings or other special events.

Catering Kitchen Add this room to your rental when meals will be served at your event. Kitchen includes commercial ovens, grill, refrigerator, freezer, coffee makers, microwave and dishwasher.

Theatrical Stage Does your event need a stage? The Stage may be rented in conjunction with the rental of Room B.

Lobby Bookshelves are located in the lobby, across from the main desk containing a lending library of puzzles and books available for residents of all ages to borrow.

Lounge Equipped with a kitchenette, chairs, TV, magazines and game tables, the lounge provides a comfortable atmosphere to relax, read, enjoy a card game with friends or watch television. An adult or guardian must accompany guests under age 13.

Classroom This room includes couches, tv, sink and counter area, restroom, along with tables and chairs. The Classroom may be used for small group area, youth and adult Recreation classes or meetings.

Gymnasium Includes one full-length and one ½ basketball court; can also be converted to three ½ sized courts. It has a total of eight basketball hoops. Also features three ½ size volleyball courts.

Exercise Studio A bright and open mirrored area to accommodate a variety of fitness and dance classes.

Elevated Walking Track Features a 1/12 mile cushioned walking track that overlooks the gymnasium.

Day Lockers May be used during your visit to the Community Center. No locks are permitted to remain overnight.