

# MUNICIPALITY OF MURRYSVILLE



2018

## Facilities Manual

Murrysville Parks

Pavilions

Community Center

Rental Information and Policies

Contact Information



# Municipality of Murrysville

## OFFICE HOURS AND LOCATION

4100 Sardis Road  
Murrysville, PA 15668  
724.327.2100  
Fax: 724.327.2881  
Hours of Operation: Monday-Friday 8:00 am-5:00 pm  
Website: [www.murrysville.com](http://www.murrysville.com)

## PHONE

Recreation Director: Carly Greene x115  
Recreation Program Coordinator: Amy Wengrzyn: x131  
Public Works Director: x311

## Park Pavilion Amenities and Reservations

Facilities can be viewed online at <http://pa-murrysville.civicplus.com/208/Parks-and-Community-Center>  
Reservations can be made from the page above, or by visiting <https://pa-murrysville.civicplus.com/Facilities?clear=True> or by visiting our office during working hours and completing an application.

If you are applying to rent a Municipal facility, you must be the actual renter. You cannot rent a facility for someone else under your name. Renters are responsible for leaving facilities in good condition during the rental times and must abide by all Municipal rules and regulations for renting a facility.

### **Pavilion rental rates:**

Residents: \$50.00  
Non-Residents: \$100.00  
Deposit: \$50.00 (check only)  
Electricity (for specific pavilions) \$10.00  
Credit Card Fee: \$5.00

The Municipality accepts Mastercard and Visa on-line. Online reservations paid with a credit or debit card will incur a \$5.00 processing fee.

### **Alcohol Permits**

Alcohol permits are available for Townsend park upper and lower pavilions and Sardis Park in conjunction with pavilion rentals only for persons age 21 and older. A \$50.00 permit fee, a \$350.00 security deposit, and an alcohol permit application can be completed online when making a reservation or in person at the Municipal office. ID required.

Only beer and wine are permitted. All other park rules shall be adhered to, including the hours of operation.

### **Dogs in Parks Rules:**

- \*Dogs must be leashed or otherwise controlled (remaining in sight of the owner and must return promptly to the owner upon command.)
- \*Dogs must be leashed in parking lots and around sports fields when in use.
- \*Dogs are prohibited in playground areas.
- \*Owners must clean up after their dogs.

**The following pavilions have electric and/or lights and require a key to turn on the electric: Bear Hollow Park, Pedora Park, Townsend Park and Veterans Pavilion. IF YOU NEED ELECTRICITY FOR A PAVILION THAT REQUIRES A KEY, YOU MUST PICK UP A KEY AT THE MUNICIPAL BUILDING, MONDAY-FRIDAY, 8:00 a.m. to 4:30 p.m.**

**Bear Hollow Park** 4100 Bear Hollow Park Court, Murrysville, PA 15668

41.10 acres



Bear Hollow is located in Heather Highlands. A stream that runs along one edge of the park is always of interest.

**Amenities:**

- (2) baseball fields
- (2) tennis courts
- basketball/street hockey court
- playground
- pavilion with 8 tables and lights (key required for electric)
- grills
- water fountain

**Bear Hollow Trail**, 3740 Gun Club Road, Murrysville, PA 15668

7.69 acres

Bear Hollow Trail connects Gun Club Road to Forbes Trail Drive in Heather Highlands. This 1/2 mile trail follows a small stream through a pleasant, wooded hollow.

**Chambers Park**, 2650 Chambers Park Court, Murrysville, PA 15668

5.69 acres



Chambers Park is a neighborhood park located off of Meadowbrook Road. The playground for ages 2-12 was newly installed in 2016. Electric is not available.

**Amenities:**

- playground
- (2) tennis courts
- basketball/street hockey court
- baseball/softball field
- green open space
- pavilion with 8 tables
- grills
- water fountain
- hiking trail

**Duff Park 4500 School Road South, Murrysville, PA 15668**

162.75 acres



Duff is a natural area located in hilly, heavily wooded terrain. It runs parallel to Route 22 and its main entrance is off School Road South, south of the intersection with Route 22. Additional trail access can be found along Round Top Road. There are numerous trails that can be used for a relaxing walk or a strenuous workout. The Funk Trail that runs along Turtle Creek and crosses it twice provides a flat walking and biking trail for about 1.5 miles and then goes up an incline until it reaches Round Top Road. The other trails provide easy walking to strenuous climbs depending on the route chosen. Round Top Trail also connects to Round Top Road less than a mile west of Bessie Staymates Log House.

**Amenities:**

pavilion with 8 tables

a wide variety of native trees and wildflowers

**Heritage Park 5000 Cypress Drive, Murrysville, PA 15668**

4.22 acres



Heritage Park is a neighborhood park located off of Logan Ferry Road on Cypress Drive in the Heritage Estates plan and is also accessible from Sardis Road.

**Amenities:**

playground

pavilion with 8 tables and electric

basketball court

multi-use open field

grills

water fountain

**Kovalczik Park 160 Koval Court, Delmont, PA 15626**

30.12 acres



Kovalczik Park has two entrances and parking areas. The one closest to the pavilion is at the end of Koval Court and the one closest to the playground is at the end of Henry Hudson Drive. Water and electric are NOT available.

**Amenities:**

pavilion with 8 tables

grills

playground

hard court area for basketball and street hockey

**Lillian Kellman Nature Reserve** 3490 Kellman Drive, Murrysville, PA 15668

56.58 acres



This wooded, relaxing area with trails for easy walking is located in the most densely populated area of Murrysville. Parking is available at the end of Kellman Drive. The Westmoreland Conservancy and the Municipality purchased the reserve as a cooperative effort in 1994. Habitat maps are available from the Recreation Department for scouts and educational groups and trail maps are available at the Reserve. There is another easement to access the reserve at the end of Evergreen Drive.

**Murrysville Community Park** 4056 Wiestertown Road, Export, PA 15632

305.94 acres



Murrysville Community Park (MCP) continues to expand. Thanks to the efforts of several volunteers the 1.5 mile Valley Hiking Trail was installed from the Sears house through the woods to the highest point overlooking the sport fields. A 2.5 mile paved walking trail that circles the park was added in 2016. The Rotary Miracle Field Complex, built by the Murrysville-Export Rotary Club, provides ADA accessible play on a beautiful baseball field and all-purpose court with a fully accessible pavilion and restrooms available. The Steven Zubrow Memorial Playground, an ADA accessible playground located within the Miracle Field Complex, will delight children of all abilities. The playground is financially supported by the "Friends of Steven Zubrow."

**Amenities:**

- paved walking trail
- (3) soccer fields
- (4) baseball/softball fields
- (1) multi-use field
- (2) playgrounds
- Leftwich pavilion with 8 tables, electric, grills and restrooms
- Field 4 pavilion with 8 tables
- Field 5 pavilion with 8 tables
- bocce and shuffleboard courts
- Rotary Miracle Field Complex
- horse trail
- hiking trails

### **Murrysville Community Park – Wetlands Wildlife Area**



The Wetlands Pavilion, across the street from Murrysville Community Park, boasts a pavilion with restroom, an indoor classroom/rental space with tables and chairs, and electricity. The indoor classroom with WiFi is a fantastic opportunity for community, school and homeschool groups to hold meetings or classes and take advantage of the learning opportunities the wetlands area has to offer. The indoor space can also double as a food serving area for parties and picnics, electric is available! Walking trails that offer excellent wildlife viewing are also available. WiFi and live webcam are available; live streaming of wildlife at the wetlands is available at <https://pa-murrysville.civicplus.com/311/Murrysville-Community-Park-Wetlands>

#### **Amenities:**

pavilion with 4 tables  
 indoor flush restroom  
 WiFi  
 indoor classroom/rental space with electric  
 walking trail  
 observation blind

### **Murrysville Community Park - Scouting Knob**

4056 Wiestertown Road, Export, PA 15632



This area of the park is located off of Bollinger Road and was created in partnership with local Scout troops through Boy Scout Eagle Scout Projects and is reserved for use **only by Scouting groups**. Day use and overnight camping in this area can be coordinated by calling the Municipality at 724-327-2100 ext. 115 or ext. 104.

### **Murrysville Community Park-Paws on the Run Dog Park Farm Road, Export, PA 15632**



Dogs on the Run was made possible by the Brooks Family and provides fenced areas for both large and small dogs. Water, a pavilion and other amenities are available for man's best friend to exercise and make new friends!

**Pedora Park 3051 Wilson Road, Export, PA 15632**

7.25 acres



This park is located at the corner of Old William Penn Highway and Wilson Road in the eastern portion of town.

**Amenities:**

- baseball field
- basketball courts
- playground
- pavilion with 8 tables
- grills
- electricity and lights (key required for electric)
- water fountain

**The Peter and Victoria Skena Nature Reserve 3581 North Hills Road, Murrysville, PA 15668**

21.79 acres



The Skena Reserve, located on North Hills Road approximately one mile from Old William Penn Highway, will soon have an official trail system developed through volunteer efforts. The beautiful pond is a favorite attraction. Stop by and enjoy a leisurely walk through the woods.

**Pleasant Valley Park 2557 Pleasant Valley Road, Murrysville, PA 15668**

260.11 acres



Pleasant Valley Park is an undeveloped property on Pleasant Valley Rd. The property contains a wide variety of woods, open fields, hills, valleys, and a small tributary to Lyons Run. A network of hiking and mountain biking trails has been completed by volunteers.



**Sardis Park 5200 Rocky Hill Lane, Murrysville, PA 15668**

10.64 acres



Sardis Park is located off of Route 286 near Sardis Volunteer Fire Department. Ample parking and a beautiful tree-lined drive make this a very attractive park for picnics, family gatherings, company parties and so much more. Water is non-potable.

**Amenities:**

- (2) pavilions with 8 tables in each
- electric
- swing sets
- (1) large multi-purpose field
- (1) baseball field

**Staymates Log House and Barn 4515 Roundtop Road, Murrysville, PA 15668**

11.80 acres



The first portion of the house was built in the 1700s and added to in the 1800s. The Staymates family purchased the property in 1852 and farmed the land until the early 1900s. Bessie Staymates, the last family member to live in the home, was a well-known local school teacher ("Miss Bessie") who left the house and land to the Girl Scouts. The Municipality bought the property (house, barn and 7 acres) in December, 1977.

**Townsend Park 130 Townsend Park Court, Murrysville, PA 15668**

160.71 acres



This park is located off of Twin Oaks Drive, which is near the municipal buildings on Sardis Road. Trails offer both easy to difficult terrain. The American Legion flagpole and the Rotary Garden surround the gazebo, which is often used for family portraits and wedding photos. The Remaley Pond near the largest pavilion is a favorite amongst visitors for fishing.

The Gazebo is available for rental; please call 724-327-2100 x104 for information.

**Amenities:**

- Upper pavilion: 8 tables, grills, electricity and lights (key required for electric)
- Lower Pavilion: 14 tables, grills, lights and electricity (key required for electric)
- fishing deck
- horseshoe pits
- campfire ring (with a permit)
- (2) baseball fields
- pond



**Veterans & Beckwith Sports Fields** 4200 Sardis Road, Murrysville, PA 15668

6 acres



The two sports fields are located on Sardis Road next to the Municipal Building and are popular for use by football, lacrosse and soccer organizations. Veterans' Field is nearest the pavilion and is often used for family picnics and parties.

**Amenities:**

pavilion with 8 tables and electric (key required for electric)

grills

playground

indoor flush restrooms

## **Murrysville Community Center**

**Reservations**

Facilities can be viewed and reservations can be made here: <http://murrysville.com/504/Community-Center-and-Senior-Center>

or by visiting our office during working hours and completing an application.

If you are applying to rent a Municipal facility, you must be the actual renter. You cannot rent a facility for someone else under your name. Renters are responsible for leaving facilities in good condition during the rental times and must abide by all Municipal rules and regulations for renting a facility.

If cancellation occurs, the rental fee will be forfeited unless the Municipality receives written notification at least thirty days prior to the scheduled event.

The Municipality accepts Mastercard and Visa on-line. Online reservations paid with a credit or debit card will incur a \$5.00 processing fee.

**Alcohol Permits**

Alcohol permits can be obtained by persons age 21 and older. A \$50.00 permit fee applies and an alcohol permit application needs to be completed in person at the municipal office. The \$350.00 deposit can only be completed by cash or check. ID required.

Permits will not be issued for high school graduation parties.

Only beer and wine are permitted, no glass beer bottles.

Applicant must sign a hold-harmless agreement or provide proof of homeowners insurance if applicant is a homeowner.

Applicant must provide copy of liability insurance if alcohol is provided by a caterer.

**Community Center** 3091 Carson Ave, Murrysville, PA 15668

The Main Room measures 38'x80' with seating for 120 and offers a level entryway and ramp.

Newly renovated in 2016, the Community Center is a wonderful place to hold birthday parties, showers, business meetings, memorial services and more. Large varieties of beautiful glass centerpieces are available for use; please inquire when making your reservation. Guests are welcome and encouraged to bring their own food to the Center!

# Main Room and Kitchen

## Amenities:

16 (8') banquet tables

10 (60") round tables

chairs

kitchen with refrigerator and freezer, microwave, 50-cup coffee pot, stove, and warming oven.

WiFi, projector and screen, wireless microphones, in-house speakers

restrooms in the main room

serving area adjacent to the kitchen

centerpieces available for \$20.00 rental fee



## Rental rates:

Main Room (including kitchen) Monday-Friday until 3:00 p.m. \$30 1<sup>st</sup> hr./\$15/ addl. hr.

Main Room (including kitchen) Friday after 3:00 p.m. through Sunday \$50/hr.

Main Room reservations more than 4 hours: \$250 for residents/\$375 for non-residents and commercial renters

Main Room: Non-Residents and Commercial Renters: \$40/hr. for Monday-Friday to 3:00 p.m. and \$75/hr. for Friday 3:00 p.m.-Sunday

Security Deposit: \$200.00 (cash or check only)

Credit Card Fee: \$5.00

## Application Form

An authorized representative of the group desiring use of the facility must sign the application form before permission is granted. The party signing this application is personally responsible for the enforcement of these regulations and is expected to be on the premises during the entire rental time.

By signing this application agreement, the applicant acknowledges thoroughly reading, understanding and receiving these rules. Violations of any of the rental rules and regulations may terminate the agreement and result in loss of security deposit.

The Chief Administrator or designee reserves the right to reject an application or cancel approval at any time. Applicant should be aware that video recording is in use during rental times. Footage will only be reviewed by staff if there is a noted violation of these rules and regulations.

## Fees

Upon signing the rental agreement all applicants must make a two-hundred dollar (\$200.00) deposit by check or cash in addition to the rental fee, which is due within 3 business days of when the rental is made. Failure to do so will result in the cancellation of the rental.

Ongoing rentals must pay the first month's rental payment and subsequent charges on a monthly basis. Any exception must be approved by the Chief Administrator. NSF Fees-\$15.00 will be assessed for checks returned for non-sufficient funds.

**Security Deposit Refund**

If the Center is found free of damage, clean, and in satisfactory condition after your event, your security deposit shall be refunded within five (5) working days from the date keys are returned.

**Cancellation**

If cancellation occurs, the rental fee will be forfeited unless the Municipality receives written notification at least thirty days prior to the scheduled event.

**Keys and checklist**

The applicant is required to complete the checklist and return it with the key after each use. KEYS MUST BE PICKED UP AT THE MUNICIPAL BUILDING at 4100 Sardis Road WEEKDAYS BETWEEN 8:00 A.M. and 4:30 P.M. You will be issued a key that opens the outside doors. If the keys are not picked up between the designated times, use of the building is cancelled and your rental fee is forfeited.

Keys must be returned the next workday between 8:00 a.m. and 4:30 p.m.

**Parking**

Parking is provided directly in front of and behind the Community Center. Please do not block a neighbor's garage or entrance. The gravel lot at the rear of the Community Center is also for Community Center use.

**Responsibility for individuals and items**

Under the conditions of this application the Municipality does not assume responsibility for accidents that may occur on the premises, for the loss of personal valuables while individuals or groups are in attendance at a function, or for items in storage or left on the premises.

**Not permitted on premises**

Smoking, gambling, chewing gum, intoxicating beverages without a permit; any intoxicated or disorderly persons; sparklers, candles, incense, smoke machines, or other items creating smoke, confetti, and neon paint.

IF EATING ON THE CARPETED FLOOR, PLASTIC DROP CLOTHS MUST BE PLACED ON THE CARPET TO AVOID STAINS.

**Room Arrangement (Tables and Chairs)**

8' tables and all chairs are stored at the end of the room marked "Table and Chair Storage"

Round tables are stored in the side room marked "Private Storage Area."

If tables and chairs are used they must ALL be returned to their designated storage areas.

Table surfaces must be covered before serving food or doing crafts.

Do not lean tables against the walls and do not put any tables against the stone walls!

Do not stand or sit on the tables.

Do not stack tables on top of each other at any time.

**Audio Visual**

Free WiFi is available and is not password protected.

An in-house audio-visual system is provided and includes a projector and sound equipment, wireless microphones and projection screen. A laptop computer and a VGA cable must be provided by the renter.

To use an iPod or similar device, an AUX cord must be provided by renter.

For an Apple computer, a VGA to MAC adapter must be provided by renter. Instructions are provided on the equipment.

**Decorations**

You are welcome to decorate for your event using these guidelines:

ONLY TABLE TOP DECORATIONS PERMITTED

THE USE OF TAPE, STAPLES, GLUE, 3M HOOKS OR ANY OTHER TYPE OF ADHESIVE IS PROHIBITED ON ALL WALLS, STONE FACING AND WOODEN SURFACES, INCLUDING DOORS AND COLUMNS.

SPARKLES, CONFETTI, GLITTER OR ANY TYPE OF ITEM THAT COULD BECOME EMBEDDED IN THE CARPET IS NOT PERMITTED.

ALL DECORATIONS MUST BE REMOVED AT THE END OF YOUR EVENT.

**Serving Area**

No food or drinks are to be served in the main room on the carpet. This is to prevent spills and stains.

All food and drinks are to remain in the kitchen or serving area.

**Trash**

Do not remove trash bags from the trash cans and put onto the carpet!

Trash cans are to remain on laminate flooring only-NOT ON CARPET!

Take the entire trash can outside to the dumpster.

The applicant is required to provide 45-gallon trash bags to replace any used.

After the event, all trash and garbage is to be put into the dumpster at the rear of the building, including bathroom trash.

**Cleanup**

Refer to the Checklist. Brooms, dustpans and mops are located in the kitchen. Vacuums are in the table storage area.

**Thermostat**

If you have changed the setting on the thermostat, remember to adjust the thermostat when you leave.

**Kitchen**

The kitchen is included when renting the Main Room. There is a refrigerator and freezer, microwave, 50-cup coffee maker, buffet pans, stove, and a warming oven available for use.

All items used must be washed after use and returned to original location.

The refrigerator must be clean and empty. Clean all surfaces for the next renter.

Do not take home items that are provided for your use! You will be charged for these if they are found missing!

**Recommended kitchen items to bring with you**

SHARP KNIVES

DISH CLOTHS, TOWELS AND DISH SOAP

LARGE BOWLS

KITCHEN UTENSILS

CLEANING SUPPLIES

**Damage**

If you notice damage or other problems when you enter the building, please call immediately and leave a message at 327-2100, Ext.104. State your name, organization, date and time and reason for your call.

Should damage occur while you are renting the building, please notify us by calling 327-2100, Ext. 104.

We keep the fees very reasonable based on the honesty of our renters.

**Locking doors**

Refer to the Alarm Instruction Sheet when disarming or arming the system.

When leaving the building, make sure that everyone is out of the building prior to locking the doors and setting the alarm.

Ensure ALL doors at ALL entrances and ALL windows are closed and locked (Front door, kitchen door and rear door)

## Meeting Room

The Meeting Room located in the Senior Center at the rear of the Community Center seats up to 20 and is available for meetings on evenings and weekends.

**Rental Rates:**

\$15.00/hr

Security Deposit: \$200.00 (cash or check only)

Credit Card Fee: \$5.00

