

**FORT ROBERDEAU HISTORIC SITE**  
383 Fort Roberdeau Road, Altoona, PA 16601  
814-946-0048 [www.fortroberdeau.org](http://www.fortroberdeau.org)

**RULES FOR USE OF RENTED FACILITIES**

*Please read carefully.*

1. The **Security Fee** for rental of facilities is due upon reservation of the facility. It shall guarantee availability and will be returned after use, minus the cost of any items missing or damaged and any cleaning needed to restore the facility to its condition before use, as determined by site inspection after user. If the contract is canceled within two weeks before the scheduled use, the security fee will not be returned. The **Rental Fee** is due no later than three days before use.
2. **No alcoholic beverages** are permitted on the site.
3. **No smoking** is permitted inside any buildings in the park. All cigarette butts must be disposed of safely and properly, and not thrown on the ground where they create litter and can cause fires.
4. **Cooking:** Any use of kitchen equipment and appliances must be supervised by a responsible adult at all times. Equipment must be cleaned and returned to its original location after use. The site's large coffee makers may be used.
5. **Decorating:** Do not apply paint, nails, or commonly used adhesive materials to any interior or exterior surfaces. Scotch brand "Safe Release Masking Tape" (blue) may be used. Do not block exit doors. All candles must be surrounded by a "hurricane shade" or similar shield. No balloons outside of the facility. Balloons inside facility must be properly secured. No confetti is permitted outside of the building. Confetti and decorations must be taken down prior to leaving the facility.
6. **Trash Removal:** After rental, please take all the trash with you OR place inside dumpster located at rear of building. Renter must ensure that trash is below the edge of the dumpster and that all lids are closed properly.
7. **Use toilets properly.** Do not dispose on anything down the toilets except toilet paper.
8. **Use sinks properly.** Do not dispose of anything except dishwasher and non-corrosive and non-toxic fluids by way of the sinks. Do not dispose of grease or solids in the sinks. There is no garbage disposal.
9. **Use of fires is restricted** due to safety and to the presence of archeological resources.
  - a. Fires are permitted only through prior arrangement and permission from the site's Director.
  - b. Build no fires in direct contact with the ground.
  - c. Dispose of ashes and coals in designated containers as directed by site staff.
  - d. Interior wood burning stove is not operational.
10. **Pets** (except service dogs) are not permitted in the buildings. All pets on-site must be on a 6 foot leash.
11. **Mechanical Systems:** If problems arise with the electrical, plumbing, heating or security systems, or any other equipment or appliances, contact the on-duty staff person, or call 911. Do not try to correct the problem yourself.
12. **Fire extinguishers:** Please note locations. White Oak Hall – 2 in large room, 1 in kitchen.
13. **Parking:** Please park only on the gravel areas or fields designated for parking. Parking and entrances for handicapped are at the side and rear of White Oak Hall.
14. **Drinking Water:** There is no drinking water on the premise. Renter must bring your own drinking water.
15. **Supplies:** Renter needs to supply all tableware, linens, cooking equipment, paper goods, dish detergent, and cleaning supplies.