



## Honey Brook Township

500 Suplee Road, P O Box 1281, Honey Brook, PA 19344

610 273-3970 FAX 610 273-3909 info@honeybrooktwp.com

### Meeting Room Reservation Request

Name of Applicant or Group: \_\_\_\_\_

Groups must provide contact information for at least two people below

**Primary Contact:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (cell) \_\_\_\_\_ (work) \_\_\_\_\_

Email: \_\_\_\_\_

**Contact #2:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (cell) \_\_\_\_\_ (work) \_\_\_\_\_

Email: \_\_\_\_\_

Date: (attach a list for multiple dates/times): \_\_\_\_\_

Start & End Time: \_\_\_\_\_ Purpose: \_\_\_\_\_

Special Requests (if applicable): \_\_\_\_\_

Estimated # of participants \_\_\_\_\_ # of adults (18 yrs. and over) \_\_\_\_\_

#### **Eligible Groups / Organizations in Order of Priority**

1. Official Honey Brook Township Boards and Commissions meeting in a publically advertised meeting.
2. Agencies of other local, state or federal governments.
3. Organization whose primary mission is for the betterment of the Township, a segment of the community or society as a whole and whose membership rules do not discriminate against any person.
4. A maximum of one candidate forum per year involving all candidates to an office sponsored by a non-partisan organization.
5. No other groups or organizations are eligible.

## **Rules and Regulations Governing Meeting Room Use**

1. The Honey Brook Township Building Meeting Room, Lobby and Restrooms may be used between the Hours of 9 am and 9 pm Sunday through Saturday.
2. All groups other than an agency of local, state or federal government shall provide a certificate of insurance with Honey Brook Township named as an additional insured in an amount not less than \$1,000,000.
3. Groups described in #3 of the eligibility list above with more than three children under the age of 18 years shall have a ratio of one adult to every three children.
4. All food and drink, except bottled water, is prohibited.
5. The group contact shall inspect the building and parking lot prior to use to identify any safety hazards and generally familiarize themselves with the facility's general condition.
6. The group is responsible to setup the facility for their event. Groups are also responsible to return the building and the parking lot to the same condition as they were upon arrival.
7. In cases where property, materials or equipment was damaged or missing, the Township may retain any portion of the deposit at its sole discretion. In the event the cost to repair or replace exceeds the deposit (if any), the primary contact will be invoiced for all additional costs incurred.
8. Decorations, signs or anything else may not be fastened to the building walls.
9. The user fee, deposit and certificate of insurance must be received in the Township Office no later than 3-days in advance of the requested date. Failure to meet this deadline will result in cancellation of the reservation.
10. Fees may not be charged for admission to any meeting or event without written approval from the Township Manager.
11. A copy of the approved application shall be available throughout the time of the reservation.
12. When a meeting or event is scheduled outside of normal Office hours the primary contact or another responsible party of the organization shall:
  - a. Pick up the entry door key between 9 am and 2:30 pm, 1 or 2 workdays prior to the event.
  - b. Receive instruction from the Office staff how to operate the AV equipment (if requested), operate the meeting room thermostats and unlock and lock the entry door using the crash bar.
  - c. Place the entry door key on the office counter prior to exiting the building.
  - d. Ensure the entry door is securely locked.

**User Fees and Deposit**

1. The fee for an organization other than an agency of local, county, state or federal government is \$50 per use, which may be adjusted from time-to-time by the Board of Supervisors. The fee must be paid at the time an application is submitted.
2. When the building is reserved during non-business hours, a refundable deposit for an organization other than a local, county, state or federal government agency is required in the amount of \$500. The deposit shall be refunded in full if the facility is clean and undamaged following the event.
3. The deposit fee is waived when the building is used during business hours.
4. The Township reserves the right to withhold all or part of the deposit until such time as the discrepancies have been corrected or an insurance claim has been filed and paid.

I, THE UNDERSIGNED, on behalf of the above-named group; agree that we will abide by the policies governing the use of the facility as described on this application. I will specifically accept responsibility for any damage to the facility as a result of the occupancy of the building and parking area by our group / organization. The building and parking lot will be left clean and in good condition as when we arrived.

I HEREBY AGREE TO INDEMNIFY AND HOLD HARMLESS Honey Brook Township, its officers, agents, employees, boards and commissions from any and all claims, liability, damages, loss, or injury to persons or property arising out of or in connection with my use of the facility.

Signed by Primary Contact: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* Township Use Only\*\*\*\*\*

Date Application Received: \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_\*

\*Reason for denial \_\_\_\_\_

Reservation Fee Due \$ _____	Date Paid _____	Check # _____
		Cash _____

Deposit Fee Due \$ _____	Date Paid _____	Check # _____
		Cash _____

Signed & Dated: \_\_\_\_\_