



RESERVATION REQUEST FOR TOWNSHIP BUILDING

Name: _____

Phone: _____

Address: _____

Email: _____

Organization (if applicable): _____

Date Requesting Building Use: _____

Type of Gathering/Reason for Use: _____

Reservation Time Frame: _____

Number of People Expected: _____

You and those using the Township Building through your reservation are required to follow all the Rules and Policies set forth in the West Vincent Township Building Use Policy.

I, the undersigned, acknowledge that I have received, read, and understand the West Vincent Township Building Use Policy, and that I agree to abide by all such rules, regulations and policies set forth by the Township. Further, I accept responsibility for any violations of such rules, regulations and policies, and I accept responsibility for any damage caused to Township property as a result of the use requested.

I, for myself, my heirs, executors, administrators and assigns, do hereby indemnify, release, defend, forever discharge and hold harmless West Vincent Township officials, agents, officers, employees, representatives, and assigns, from all liability, known or unknown, potential or otherwise, including losses or claims involving, intentional or willful misconduct and negligence, arising from the uses of the Township Building and other public property or facilities associated with this reservation request.

I, along with my associated organization, if any, fully understand that I/we are voluntarily choosing to participate in certain activities or gatherings on Township property and do hereby assume the risk of any personal injury, damages, claims, harms or losses which I, or those associated with my organization or reservation request, may incur from use of the Township Building or other township property.

Signature

Date

Printed Name

Approved by Township:

Township Official

Date

West Vincent Township Building Use Policy

I. Use

A limited portion of the Township's Administration Building, limited to its main meeting room, the hallway leading thereto and the adjacent bathroom facilities, will be made available for limited use by the West Vincent Township public. Except as otherwise provided herein, the identified limited portions of the Township Building may be used and reserved on a first-come, first-serve basis. Those entering the Township Building should note that their activities will be observed and/or recorded using surveillance equipment.

II. Rules of Conduct

The following rules of conduct shall apply to the public's use of the Township Building:

- No use of alcohol, tobacco, controlled substances or illegal drugs are permitted.
- No glass containers are permitted.
- No children under the age of thirteen (13) shall be permitted without direct adult supervision.
- Possession or use of fireworks, firearms unpermitted or concealed unless properly permitted in accordance with the law, rockets, explosives, or weapons are prohibited.
- Use of threatening, abusive, profane or obscene language is prohibited.
- Disposal of waste – all waste and garbage shall be disposed of in receptacles designated for that purpose.
- All users of the Township Building must respect the condition of the facilities and equipment. No person shall damage, deface, destroy or remove any Township property or equipment.
- Hours that the Township Building may be used by the public are from 5:00 PM until 10:00 PM Monday through Friday, subject to availability and discretion of the Township Manager. Use of the Township Building is not permitted outside of such hours and days of operation, except as specially permitted by the Township or for Township-sponsored events.
- The Township Building may not be used for commercial activity, soliciting or political activity.

III. Reservation of Township Building for Limited Use

Subject to the rules set forth in Section II above and the additional provisions set forth below, groups, committees, commissions, associations and organizations affiliated with West Vincent Township, and which primarily serve

area residents of West Vincent Township, are permitted to reserve the Township Building for limited use. Such reservation shall be subject to the approval of the Township Manager at the Manager's sole discretion.

While the reservations for these affiliated groups will generally be permitted on a first-come, first-serve basis, the Township Manager reserves the right to give consideration to an applicant's group's nexus to the administration of the Township, the groups promotion and preservation of the community, the history of utilizing the building, an ability to secure such facilities elsewhere and a demonstrated history of service to, involvement in and affiliation with West Vincent Township.

Except as otherwise provided by Township ordinance, resolution or contractual agreement, no fee is required for such affiliated Township groups, committees, commission, associations and organizations to utilize or reserve the Township Building for limited use.

In order to reserve the Township Building for limited use, a resident representative of a group, committee, commission, association or organization having a nexus to affiliation with the application is available at the West Vincent Township office, or may be accessed electronically through the Township's website. A complete application must be submitted at least two (2) weeks prior to the date of proposed usage and in sufficient time so as to allow the Township Manager to consider the application. The resident applicant must be in attendance for the duration of the affiliated Township group, committee, commission, association or organization's gathering. No more than fifty (50) persons comprising a group shall be permitted to use the Township Building at one time.

IV. Reservation Regulations

- The township resident or affiliated township group must report in writing to the Township Manager any problems associated with the Township Building facilities within twenty-four (24) hours of the conclusion of the usage.
- No storage of materials is permitted.
- The area of usage must be kept clean and orderly. The township resident or affiliated township group is responsible for ensuring that all guests abide by the rules and regulations set forth in this policy, that the facilities are returned to their original condition at the conclusion of the reserved time, and that all trash and recycling is placed in proper receptacles.
- The township resident or affiliated township group representative submitted the application to use the township building is responsible for ensuring appropriate supervision of all participants of the event. Individuals present at the township building for reserved usage younger than thirteen (13) years of age may not be left unattended or unsupervised. A duly authorized representative of the applicant shall agree to indemnify,

defend and hold harmless the township for any loss, injury, claims, damages or harm that occurs to participants of the event, whether involving intentional harm that occurs to participants of the event, whether involving intentional misconduct, negligence or otherwise, arriving out of or resulting from the use of the facility. Additionally, the resident applicant shall not be permitted to assign or sublet its right to the use of the township building to any other individual, group or organization.

- The applicant and group reserving use of the township building are jointly responsible for any and all damage and loss to the township facilities that occur as a result of the reserved use.
- Conflicting requests for the use of the township building will be prioritized by the Township Manager, in the Manager's sole discretion, on the following basis:
 - i. Official West Vincent Township administrative operations.
 - ii. West Vincent Township sponsored or co-sponsored events.
 - iii. West Vincent Township-based boards, committees, groups, commissions, associations, and organizations (i.e. Zoning Hearing Board, Historical Commission, Parks & Recreation Commission, Planning Commission, etc.).
 - iv. Non-profit or not-for-profit committees, groups, commissions, associations and organizations affiliated with West Vincent Township and which primarily serve residents of West Vincent Township.
- The township reserves the right at any time to prohibit, cancel, rescind or limit the use of the township building, regardless of prior approval for use, for any reason whatsoever. The township shall endeavor to provide approved applicants with a minimum of forty-eight (48) hours prior notice before cancelling prior approved usage of the township building.
- The Township Building may not be used for commercial activity (such as a flea market or conduct a for-profit based business), religious activity, or political activity.

V. Township Use

None of the regulations shall be interpreted to limit or preclude the use of the Township Building by the Township for municipal or recreational purposes and any other purpose permitted by law as allowed by the Township Manager at the Manager's discretion.

VI. Penalties

Any person, applicant, representative, affiliated township group, committee, commission, association and organization who violates any provision of this Policy, upon conviction thereof, in an action brought before a Magisterial District

Judge, in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not more than \$1,000 plus costs and, in default of payment of said fine and costs, to term of imprisonment not to exceed ninety (90) days. Every instance of violation of this policy shall constitute a separate offense.