

LONDONDERRY TOWNSHIP MUNICIPAL BUILDING / MEETING ROOM USE POLICY

Community based groups, such as HOA's, HOA related committees, the Girl Scouts and Boy Scouts may use the Meeting Room at no cost, when it is available. Other groups may apply for permission to use the Meeting Room from the Board of Supervisors for a fee of \$25.00. The use by Township Boards and Commissions will have precedent over any other use and that other use will be subject to cancellation if a Township meeting must be scheduled which conflicts. All scheduling will be done through the office of the Township Secretary (610-869-2138 or londonderrytownship@zoominternet.net). No use, which, in the judgment of the Township Supervisors or Secretary, that could cause damage to Township property or disruption of Township operations, shall be permitted. The use by an organization shall not imply that Londonderry Township, either directly or indirectly, believes in or subscribes to the philosophy of that organization.

Rules governing the use of the Meeting Room in the Municipal Building shall include but not be limited to the following:

1. Use of the building is restricted to the Meeting Room and Restrooms.
2. Meeting Room use shall be for meetings only.
3. Smoking is prohibited in the Municipal Building.
4. Alcoholic beverages are prohibited in the Municipal Building.
5. Each group/person using the facility shall be financially responsible for any damage caused to the property or contents.
6. Township personnel shall not be responsible for arranging the meeting room or providing any furniture other than that which is already available.
7. The room shall be returned to the same condition in which it was found including appropriate clean-up and restoration of chairs/tables to the original configuration.
8. Groups shall not exceed the occupancy load for the meeting room, as posted.

The Township Supervisors shall have the authority to promulgate additional rules and regulations. If a reservation is cancelled, the Township Administration must be notified 24 hours in advance of the reservation date.

Access to the Meeting Room must be arranged with the Township Secretary and will be facilitated by the presence of a key lock box attached to the entrance. The Secretary will provide the combination of the lock box to the person signing this application on the afternoon of the requested day and will check for the presence of the key on the following morning. If the key is not present, a \$50.00 fine will be imposed on the person/group responsible and future use of the Municipal Building will be denied.

I have read and understand the rules and policies governing the use of the Londonderry Township Municipal Building and as the responsible agent accept both personally and for my organization full liability for compliance with them including financial responsibility. Furthermore, on behalf of my organization I hereby release and hold harmless Londonderry Township from any and all claims for damages or injuries relating to the requested use except those that are directly caused by negligence on the part of the Township.

Responsible Agent Signature: _____ Date: _____

Print Name: _____

Date & Time of Meeting Room Use: _____

APPLICATION APPROVED: _____ **APPLICATION DISAPPROVED:** _____

DATE: _____ **BY:** _____

SPECIAL CONDITIONS: