

## MULTI-PURPOSE ROOM RENTAL APPLICATION

Whenever possible, **thirty (30) days'** notice shall be given prior to renting the multi-purpose room. Time requested must include room set up and clean up time. Upper Allen Township reserves the right to cancel any event in emergency situations.

APPLICATION INFORMATION			
<i>APPLICANT NAME/CONTACT PERSON</i>			
<i>NAME OF ORGANIZATION</i>			
<i>MAILING ADDRESS</i>	<i>CITY</i>	<i>STATE</i>	<i>ZIP CODE</i>
<i>HOME PHONE</i>	<i>CELL PHONE</i>	<i>WORK PHONE</i>	
<i>EMAIL ADDRESS</i>			

EVENT INFORMATION	
<i>DATE(S) REQUESTED</i>	
<i>NAME OF ORGANIZATION</i>	
<i>REASON FOR MEETING</i>	
<i>NUMBER OF PEOPLE</i>	<i>FOOD:</i> YES: <input type="checkbox"/> NO: <input type="checkbox"/>
<i>TIME OF USE</i>	

### ASSUMPTION OF LIABILITY

For and in consideration of the use of the Multi-Purpose Room, our organization agrees to indemnify and save harmless Upper Allen Township, a Pennsylvania First Class Township, from and against any and all loss, damage, claim, demand, liability, or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with our organization's occupancy or use of said premises. Furthermore, our organization hereby agrees to abide by the Usage Policy attached and agrees to reimburse Upper Allen Township, a Pennsylvania First Class Township, for any and all costs to repair any and all damage that may be caused directly or indirectly to the facilities during the time period of occupancy and/or use of said premises.

<i>SIGNATURE OF APPLICANT</i>	<i>DATE</i>
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FOR OFFICE USE ONLY			
<i>FEE</i>	<i>RECEIPT#</i>	<i>DATE</i>	<i>KEY #</i>

**UPPER ALLEN TOWNSHIP MULTI-PURPOSE ROOM USAGE POLICY**

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**Room Application:**

All reservations for the use of the Upper Allen Township Multi-Purpose Room shall be made through the Township office using the appropriate Application Form. Requests should be made at least thirty (30) days before the event. Reservations will be made on a first come, first serve basis

**Eligibility and Costs:** There is an additional \$100.00 refundable deposit. Applicant must make all payments in advance, prior to the Township officially scheduling the room. The Multi-Purpose Room is available for use by the following individuals and organizations:

<b><u>Individuals:</u></b>	<b><u>Rate:</u></b>
Residents of Upper Allen Township	\$15.00 per hour (2 hour minimum)
	\$100.00 full day
Non-Residents of Upper Allen Township	\$25.00 per hour (2 hour minimum)
	\$165.00 full day

<b><u>Organizations:</u></b>	<b><u>Rate:</u></b>
Township For-Profit Organizations/Businesses	\$25.00 per hour (2 hour minimum)
	\$165.00 full day
Non-Township For-Profit Organizations/Businesses	\$40.00 per hour (2 hour minimum)
	\$265.00 full day
Township Non-Profits	No charge except for a \$100.00 refundable deposit (this includes those who may not have a Township address but who serve the Township)
Non-Township Non-Profits	\$25.00 per hour (2 hour minimum)
	\$165.00 full day

NOTE: Fees may be waived for sports organizations, civic organizations, or other organizations on a case to case basis.
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**Recurring weekend events by the same group, i.e churches:** The rate will be determined and/or negotiated by the Township depending on the frequency of use.

**Occupancy Limits:** The minimum group size is ten (10) people and the maximum group size is one hundred (100) people.

**Room Responsibility:**

In completing the Rental Application, each individual, organization or group must indicate a designated responsible member. This individual will sign the Rental Application stating that he/she has read and will abide by the usage policy. Responsibility shall include control of the group using the room and keeping the room clean. If the rules and regulations for using the facilities are not complied with, this individual will be contacted and possible further use may be denied. Events must take place inside the Multi-Purpose Room and not in hallway or any other areas. Hallway must be kept open and free of furniture or other items.

**Key and Room Accessibility:**

The outside doors to the Municipal Building will be locked after business hours, and on weekends and holidays. The key fob to the Municipal Building must be picked up between the hours of 8:00 a.m. and 4:30 p.m. (Monday thru Friday) on the same day of the reservation, or on the Friday before the weekend in which the Multi-Purpose Room has been reserved. Under NO circumstances will the Police Department give access to the Multi-Purpose Room. Applicants are responsible for completing a check list, turning off lights, locking the outside doors, and placing the key and check list in an envelope and placing it in the lockbox outside at the conclusion of the event. Premises must be cleaned up and vacated by your group by no later than 11:00 p.m.

**Care of Room/Decorations:**

No nails, screws, scotch tape, wire, etc., can be used to place decorations, signs or banners in any part or any wall of the Multi-Purpose Room. Trash containers will be furnished. Additional refuse must be placed in plastic bags provided by user and left beside the trash containers in the room.

**Food/Beverage:**

Permission for serving food must be noted on the Application Form. Food cannot be prepared and cooked in the Municipal Building. Food that is prepared and cooked may be brought into the building in warmer pots and served. Any food, kitchen items and paper products in the kitchen are the property of the Township. **You are responsible to bring in all the supplies you need.**

**Chaperones:**

In the event of minors using the Multi-Purpose Room, there shall be at least two (2) adult chaperones present for every twenty-five (25) minors in the room. Chaperones are required to be in attendance during the entire event.

**Behavior:**

Anyone using the facilities or being on the premises of the Municipal Building and grounds will be expected to exhibit proper behavior at all times. Failure to comply with the requirement can result in forfeiture of future use of this facility. Disorderly conduct or vandalism may result in immediate expulsion or arrest. Courtesy must be displayed during Municipal Building work hours. The Multi-Purpose Room is checked frequently for wall and equipment damage. If your group discovers any damage or is responsible for any damage, please notify the Township office immediately.

**Heating/Cooling:**

Heating and air conditioning are pre-set and programmed and should not be adjusted.

**Smoking and Alcoholic Beverages:**

**SMOKING IS PROHIBITED** throughout the Municipal Building. The use of alcoholic beverages within the Municipal Building is prohibited.

**Loud Noise:** Any loud noise that interferes with the normal conduct of business in the building is prohibited.

**Parking:** Parking is permitted only in designated lots. Parking is not permitted on access road or grass.

**Retail Sales/Profit Making Events:** The Township hereby reserves its right to deny any organized group access to the Multi-Purpose Room, if said group desires to utilize Township facilities solely for retail sales or profit-making events for the benefit of a commercial or profit-making business venture. This section should not be read as a prohibition against the use of Township facilities by approved non-profit organizations who wish to use said facilities for purposes of fund-raising or any other activity incidental to the non-profit goals of the organization or group.

**Insurance and Indemnification:** Organized groups must furnish a Certificate of Liability Insurance in the amount of \$500,000.00 from a reputable company prior to use of the facility unless requirement is waived by the Township. All parties must indemnify and hold harmless Upper Allen Township, its officials, agents and representatives, by completion of appropriate facility reservation form.

**Reservation of Rights.** Township reserves the right to reject or revoke any application or amend these rules at any time.