



Township of Lower Makefield

PLEASE PRINT

ROOM USE APPLICATION

Application is hereby made for the use of the Township Meeting Room _____ Main _____ "C"

Date: _____

Time: _____

Number of People: _____

Name of Organization: _____

Purpose: _____

Name of Applicant: _____

Address: _____

Telephone Number: _____ E-Mail Address _____

I hereby certify that I am a resident of Lower Makefield Township and am a bona fide member of the above-listed organization and have the authority to bind the organization to the terms of these rules and regulations, that I have received a copy of the rules and regulations for the use of the meeting rooms and the associated facilities, and the sponsoring organization agrees to abide by the rules and regulations. A Certificate of Insurance, with Lower Makefield Township as a named insured, and liability coverage in the minimum amount of \$100,000/\$300,000 will be provided prior to the date of use.

Signature

Date

RULES AND REGULATIONS FOR THE USE OF MEETING ROOMS
LOWER MAKEFIELD TOWNSHIP MUNICIPAL BUILDING

The use of meeting rooms in the Lower Makefield Township Municipal Building shall be governed by but not limited to the following Rules and Regulations.

1. Only volunteer based Organizations, Civic Groups and Associations based in Lower Makefield Township will be permitted to use the meeting facilities.
2. Membership of Township residents in organizations based outside of the Township does not make that group eligible for the use of rooms.
3. Advance reservations **MUST** be made for the use of these meeting rooms.
4. Certificate of Insurance, with the Township as a named insured, and liability coverage in the minimum amount of \$100,000/\$300,000 must be provided prior to the date of the use. The same may be e-mailed to admin@lmt.org.
5. The meeting rooms will be assigned on a First Come-First Serve basis.
6. The Board of Supervisors reserves the unrestricted right to cancel the use of meeting rooms in case it becomes necessary, in their sole judgment, to schedule a special meeting in the interest of the Township.
7. The meeting rooms will be available for reservations Monday through Thursday between the hours of 8:00 a.m. and 10:30 p.m. and Friday through Sunday between the hours of 8:00 a.m. and 4:00 p.m. No Friday, Saturday, or Sunday night meetings will be permitted.
8. The use of the meeting rooms outside of the hours noted in #7 above will be by special arrangement only.

9. The following shall not be permitted in the Lower Makefield Township Municipal Building:

- a. SMOKING
- b. DISPENSING OR CONSUMPTION OF FOOD AND BEVERAGES OF ANY KIND

10. Any equipment required will be furnished by the Organization.

11. The Township does not provide any room setup. Any setup must be done by the Organization.

12. The room must be left in clean and neat condition and set up in the same format as found upon arrival. Any above normal clean-up required as a result of the use of the meeting rooms will be billed to the Organization at Township costs. Failure to pay such charges shall be reason for denial of future use of the rooms.

13. A key to the Township building will need to be signed for and picked up by an officer of the Organization proposing to use the rooms the day of the use, except for use on Saturday or Sunday when the key will be picked up on Friday. At the end of the use the key will be placed in the Township "after hours" box attached to the front of the building. Keys may not be held for any additional time.