



Lower Makefield Township Parks and Recreation

Community Center Policies

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Overview

Community Center: Main Hall, capacity 234 for assembly and 149 with Tables (also can be divided into 2 each half has a capacity of 117 for assembly and 75 with tables); 1 classroom capacity 23, 1 classroom capacity 31 and a conference room with the capacity of 21. Kitchen facilities available.

The Parks & Recreation Director or designated representative may approve use of the facilities by responsible parties who meet the necessary requirements and pay the required fees.

Reservations

Application for use of the Community Center shall be made on a form provided for that purpose. The application must be signed by the responsible party and submitted at least 4 weeks in advance of the building usage.

The applicant must provide a certificate of insurance with Lower Makefield Township, 1100 Edgewood Rd, Yardley PA 19067 named as an additional insured in an amount which is, at minimum, equal to the amount normally carried by the homeowner for the primary residence. The applicant must provide an executed Hold Harmless and Indemnification Agreement. All forms are provided by the Parks & Recreation Department.

Contracts will be available to participants interested in teaching regularly scheduled classes.

Usage

The facility is available for usage when there is not a regularly scheduled class or program please check with the Parks and Recreation department for availability.

The complete usage fee structure is located on the located-on fee schedule sheet accessible on the Lower Makefield website or can be seen on Appendix A of this Document.

Parks and Recreation user groups will be able to hold meetings at no charge in the building as they pay biannual user fees. If a user group chooses to have a function at the Community Center they will be charged the fees set by the fee schedule.

The senior user group will pay an annual user fee for both residents and nonresidents agreed upon by the township and the Lower Makefield seniors.

A Security Deposit of \$50 shall be paid in a separate check, payable to Lower Makefield Township. The security check will be returned after inspection by the Township to assure that the premises are clean and that no damage has occurred.

Rules for Use

- No alcoholic beverages are permitted on the premises.
- Smoking is only permitted in designated areas outside.
- The applicant is fully responsible for the event and may not transfer the permit to another person or organization.
- Applicant must be at least 25 years of age.
- The applicant may only use the room(s) reserved and is responsible for monitoring event participants to insure they remain in the reserved area.
- The applicant may not install any equipment or make any alterations or adjustments to the existing facility without specific approval of the Parks & Recreation Director or representative.
- The applicant shall provide such protection as may be necessary to insure the proper conduct of persons attending the event.
- Township officials shall not be refused admission for the purpose of insuring compliance with these regulations. All decorations must be approved by the Parks & Recreation Director or representative. Open flame decorations are prohibited. Any damage to the walls or surfaces caused by the applicant will be repaired and charged against the security deposit.
- Decorations must be removed after the event.
- Sound systems may be used, but may not be heard outside the building.
- The applicant is responsible for cleaning up after their event. Clean-up entails bagging trash and food and taking it to the dumpster, wiping off and breaking down tables and chairs, sweeping floors and wiping up any food or sticky spills, leaving bathrooms in pre-use condition, including removing the trash from the bathrooms. Applicant may clean up themselves or pay an optional \$50 custodial fee for the following tasks: cleaning the bathrooms, taking the trash to the dumpster and sweeping the floors. Applicants would still need to wipe off and break down the tables and chairs and bag their trash and food.
- Benches and outside seating is designated for open use.

Qualifications and Exceptions

Lower Makefield Township reserves the right to refuse any applicant for good cause or to revoke an applicant, which has heretofore been approved. In the event of a revocation of an application, the Township shall refund all fees.

Lower Makefield Township reserves the right to deviate from these rules in order to address special situations that may arise. The Parks & Recreation Director or a designated representative may approve exceptions.

For more information call the Parks, Recreation Department please call 267-274-1112 or visit us at www.lmt.org.

Contracted Classes

Parks and Recreation Department may offer classes through contracted professionals. These groups are required to provide proof of insurance and tax identification information. Contractors will be required to sign a contract agreement with Lower Makefield Township. All registrations for classes will be done through the Parks and Recreation Department in person or through online registration, contractors will submit an invoice to the township and will be paid upon the completion of their classes series.

Kitchen Use

Kitchen use is monitored by the Bucks County Department of Health and Lower Makefield Township will comply with all policies and procedures required by the Bucks County.

User groups:

To use the kitchen user groups will be required to have one certified food handler on the premises during kitchen use. Certificates should be submitted to the Parks and Recreation. User groups are required to maintain their certifications and supply copies to the Parks and Recreation Department.

Events and Programs:

If there will be catering at an event or program the caterer will be required to have the proper licensing to use the kitchen, the caterer will be required to submit proof of certification and insurance to the Parks and Recreation Department prior to use.

All events open to the public that will be serving food not provided by a certified caterer will be required to have a certified food handler on site all proof of food certification will have to be provided to the Parks and Recreation Department prior to use.

Closed events, not open to the public will be required to sign an agreement with the township, that the township will not be responsible for their food handling through the duration of the event

Appendix A:

Fees

<u>Community Center</u>			
Room Rental Fees			
Great Room Both Sides	Special events for user groups	\$100	HR
Great Room Both Sides		\$250	4HR Block
Great Room one side		\$75	HR
Great Room One Side		\$150	4HR Block
Class room rental	Residents and local organizations	\$25	HR
Class Room rental		\$50	4HR Block
	Deposit (returned upon completion)	\$50	
Meeting room	Available for local government meetings and boards based on availability	\$0	
	Other use (residents)	\$25	HR
Kitchen Use*		\$35	4 hour block
Kitchen Use*		\$15	Each Additional HR
Other Fees			
Seniors User Fees	FY17 First Year	\$5	All Users
	FY18	\$15	Annually LMT Residents
		\$20	Annually Non LMT Residents
Contractor Fees			
Contractor will be paid		75%	of revenue
Township will be paid		25%	of revenue
Contractor will set fees based on their need, Nonresident fee will always be \$15 higher than resident.			

*Non-Profits are may request reduced fees. Please contact the Parks and Recreation Department to learn more.