

BUCKINGHAM TOWNSHIP ROOM RESERVATION POLICY

Buckingham Township's Lahaska Room is available to the public for not-for-profit activities appropriate to its size and amenities. In rare instances, Buckingham Township will make the Buckingham Room available if the size of the event mandates a larger facility. Examples of acceptable uses of the facilities include registration for community recreation programs, training lectures, community association meetings, and other similar activities. Private parties including but not limited to birthday parties, wedding and baby showers are not permitted.

The Application for Use of Township Facility form must be completed by a member of the organization over 18 years of age and returned to the Township along with a fully executed Release Form and the applicable fees and escrow deposit prior to the Township granting permission for the use of the room.

Policies governing the use of the room include the following:

1. The Organization shall be associated with or include residents of Buckingham Township.
2. Profit-making enterprises, which benefit any one individual, organization or business, may not use the facilities.
3. Federal and state governmental agencies and activities that have a medical purpose, involve a Township resident or residents, cannot be performed conveniently at another location, and occur on an irregular basis, including by way of example but not limitation, blood drives, are exempt from the payment of fees. All other users shall pay the room use fee and security deposit hereafter provided.
4. Township sponsored events will be exempt from the application and payment of fees and will take precedence over other organizations. Examples of Township sponsored events include but are not limited to the following: Park and Recreation summer fun activities and Public Meetings of Township Boards and Committees.
5. Facilities/public rooms are available between the hours of 8am and 10pm Monday through Friday and 10 am to 6pm Saturday and Sunday.
6. A \$25.00 room use fee and a security deposit of \$50.00 must be submitted with the Application. For organizations that use the room on a continual basis (for example monthly meetings) the Township will collect and deposit one security deposit for the entirety of the reservations which shall be replenished as needed.
7. Organizations reserving a room may not create scheduling monopolies (i.e. continuously reserving the room for multiple nights per week for an extended period of time) as the community room is designed for the entire community to reserve and utilize not just a select few groups or organizations.
8. The Buckingham Township Manager or his/her designee shall approve or deny applications in accordance with the provisions of these policies.
9. Group activities involving more than normal wear and tear on public rooms will not be permitted, (e.g. classes in handicraft projects involving paint or other materials).
10. When scheduling conflicts occur, the Township will make every effort to notify the organization 24 hours in advance of the anticipated use but shall not be responsible for any inconvenience.
11. Buckingham Township reserves the right not to accommodate reservation requests submitted less than 5 working days in advance of the intended use date.
12. All reservation requests will be processed in the order in which they are received.