



**BUCKINGHAM TOWNSHIP
APPLICATION FOR USE OF TOWNSHIP FACILITY**

Date requested _____ time _____ to _____ Approx attendance _____

Organization/Group Name and Address _____

Contact Name: _____ Telephone _____ E-Mail _____

ADMINISTRATIVE FEES (Resolution No 2645)
NOT FOR PROFIT OR SERVICE ORGANIZATIONS
FEE - \$25.00 PER USE
CUSTODIAL SERVICES IF REQUIRED PER USE
ESCROW \$50.00
TWO CHECKS – NE FOR FEE – ONE FOR ESCROW
MADE PAYABLE TO BUCKINGHAM TOWNSHIP
NOTE: ESCROW MAY BE RETURNED AFTER INSPECTION

RULES AND REGULATIONS FOR USE OF TOWNSHIP BUILDING MEETING FACILITIES

- Township meetings, programs and activities have priority over any other use scheduled.
- Facilities/public rooms are available between the hours of 8 A>M> and 10 P.M. Monday through Friday; Saturday and Sunday, 10 AM to 6 PM (Incase of snow or ice on weekends, facility use must be canceled).
- Restroom facilities are located on each floor in the hallways near the lobby entrances of the Township Building.
- Limited parking space is available in the Township parking lot.
- Users may provide and operate their own audio, video or related equipment.
- Profit-making, which benefits private parties or organizations, may not occur during the use of the facilities.
- It is the responsibility of each individual, group or organization using the public room to return the room to its original configuration including rearranging the chairs and tables.
- All trash and debris, other than that which can be placed into the wastebasket, just be removed.
- Public rooms shall be left in an orderly condition; if not, the escrow fee may be retained by the Township for cost of exceptional custodial work required by conditions. The individual, group, or organization is responsible for any damage incurred while using the facility.
- The following are not permitted: smoking, alcohol or drug use; food preparation or consumption; and pets, unless required as an aid to an individual
- Storage facilities are not available for any individual, group or organization.
- Township staff cannot accept calls for persons using Township facilities.
- Please TURN OFF LIGHTS when leaving

RETURN COMPLETED APPLICATION AND RELEASE FORM TO:

Buckingham Township, 4613 Hughesian Drive, P.O. Box 413, Buckingham, PA 18912 Telephone: 215-794-8834

As representative for the organization/group, I have read the above Rules and Regulations and take responsibility for the actions of myself and fellow organization members during the time of use. I have also read and signed the attached Release Form.

Signature of Applicant _____ **Date** _____

GRANTING PERMISSION TO USE TOWNSHIP FACILITY DOES NOT IN ANY WAY CONSTITUTE AND ENDORSEMENT OF THE INDIVIDUAL'S OR ORGANIZATION'S POLICIES OR BELIEFS BY THE TOWNSHIP BOARD OF SUPERVISORS OR THE TOWNSHIP STAFF.

APPLICATION STATUS: APPROVED _____ DENIED _____

FEE CHARGED _____ DATE RECEIVED _____ BY: _____

ESCROW DEPOSIT _____ \$50.00 _____ DATE RECEIVED _____ BY: _____

APPLICANT NOTIFIED ON _____ BY PHONE _____ MAIL _____ IN PERSON _____ FAX _____