



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. 2679)

NOT FOR PROFIT OR SERVICE ORGANIZATIONS: FEE - \$25.00 PER USE

CUSTODIAL SERVICES IF REQUIRED PER USE: ESCROW - \$50.00

TWO CHECKS (One for fee, One for escrow)

MADE PAYABLE TO: BUCKINGHAM TOWNSHIP

NOTE: ESCROW MAY BE RETURNED AFTER INSPECTION

PLEASE NOTE: FEE IS NON-REFUNDABLE

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 AM and 10 PM Monday through Friday; Saturday and Sunday 10 AM to 6 PM (In case 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, must 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 a 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 _____ DATE RECEIVED _____ BY: _____

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

BUCKINGHAM TOWNSHIP RELEASE FORM

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KNOW ALL MEN BY THESE PRESENTS THAT, INTENDING TO BE LEGALLY BOUND HEREBY

(Name of Individual, group or organization)

Agrees to hold harmless and indemnify the Township of Buckingham, its supervisors, directors, managers, officers, agents, employees, and contractors (the "Township"), from and against any and all liability, loss, damage, expense, actions, causes of action, suite, claims, or judgments arising from, resulting from, or based on the use, occupation or enjoyment by _____ of real property
(Name of individual, group or organization)

or personal property or fixtures or facilities owned or occupied or leased or held by the Township; and said _____ shall, at its own cost and expense, defend
(Name of individual, group or organization)

any and all suites including those based on negligent acts which may be brought against the Township, its officials and employees either along or in conjunction with others, upon any such liability or claim or cause of action and shall satisfy, pay, and discharge any and all judgments that may be recovered against the Township in such action(s) or suit(s).

(Name of individual, group or organization)

(Signature of Individual or Authorized Agent)

(Date)

This Release Form must be signed and submitted along with the Application for Use of Meeting Room.

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, weddings 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 anyone 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 a 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 10am 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.