



Hatfield Township Community Room Request for Use Form

(Applicant Name)

(Approx. No. adults) (Approx. No. children)

(Applicant/Organization Mailing Address)

(Provide brief description of Event: i.e. – We are a local company hosting a training seminar)

Telephone (day)

Telephone (evening)

Email Address

Date and Time requested:

Check the box of the space you desire. Note Occupancy Limits. "A" room has the outside door.

☐

"A" room (24X32)
Chairs & tables
provided

Occupancy Limit: 51

☐

"B" room (20X32)
Chairs and tables
provided

Occupancy Limit: 38

☐

"A & B" (44X32)
Chairs and tables
provided

Occupancy Limit: 89

The room may be reserved in four (4) hour increments. Each four hour increment is subject to the applicable fees. Each four (4) hour increment INCLUDES set up and clean up. If extra time is required, an additional time period must be reserved at the rate listed below. ROOM FEE IS NON-REFUNDABLE . DEPOSIT MUST BE IN CASH.

Fee Schedule:

Resident Use Fee- \$75.00, Cash Deposit- \$200.00

Each additional hour- \$20.00

Resident (Non-Profit) Use Fee- \$25.00, Cash Deposit-\$200.00

Each additional hour- \$10.00

Applicant Guidelines

AS THE APPLICANT, I HAVE...

- Read the below information about facility use and take responsibility for the actions of my group during our time of use.
- Agreed that I take responsibility for any damages that occur as a result of misuse of the premises during our time of use.
- Acknowledged photo identification must be presented with completed application and fees.

COMMUNITY ROOM RULES. AS THE APPLICANT, I WILL...

- Be held personally responsible for obtaining the key card and returning it to the drop box in the Community Room; Failure to return the key card will result in the forfeiture of your security deposit.
- Complete the Community Room Pre-Event Check List **prior** to my use and return with the key card, which will help ensure the return of my security deposit.
- Return room and contents to order as arranged with Township.
- Not permit smoking, alcohol or drug use on the premises. This includes both inside the building and outside on the Municipal Grounds.
- Turn off all interior lights upon departure. Note: restroom lights are motion sensitive and the room has security lighting that will remain on in the "off" position.
- Enter and exit by the entrance door on the Chestnut Street side of the building.
- Not move the room partition. It may not be moved.
- Not use anything that emits smoke or fog, including, but not limited to incense burners, fog machines or candles. Only acceptance shall be in the very brief moment for a birthday cake celebration.
- Check that our door is locked from the outside upon departure.
- Leave behind no wrappers from food, food refuse, or trash that creates odors, nor any stains on the floor. Kitchen limited to refrigerator, microwave and sink only.
- Limit our access only to the community room, restrooms, and water fountain area. This reservation does not include the outside patio. **The front lobby area is not authorized.**
- Ensure loading or unloading of vehicles shall strictly be from the front parking lot only. No vehicles are permitted on the pathway adjacent to the Community Room entrance.

AS THE APPLICANT, I UNDERSTAND...

- **The room is reserved in four (4) hour increments. Each four hour increment is subject to the applicable fees. Each four (4) hour increment INCLUDES set up and clean up. Extra time is available for an additional fee(s).**
- The Stovetop/oven, dishwasher and miscellaneous kitchen items and supplies are excluded from my reservation and that the kitchen must be cleaned after use.
- Please refer to instructions on wall for temperature control.
- ***The Community Room and Township Building are monitored by security cameras.***
- During weather related events, the Hatfield Township Public Works Department may not be available to address maintenance issues regarding the Community Room. The applicant will assume responsibility for accessibility into the Community Room for their scheduled event.
- Community Room Events are subject to random inspection by Township Police and/or Staff.
- **Failure to comply with Community Room Rules will result in forfeiture of your deposit.**

Hatfield Township Community Room Use Policy

Hatfield Township's Community Room is available to the public for not-for-profit activities appropriate to its size and amenities. Examples of acceptable uses of the facilities include registration for community recreation programs, training lectures, community association meetings, social uses and other similar activities.

Written reservations are required to use the Community Room. The request application consists of 3 pages, all of which shall be completed in full by an adult (an individual age 21 or older) member of the organization seeking use of the Community Room and submitted to Hatfield Township with the appropriate fees:

Policy governing the use of the Community Room includes the following:

1. Profit-making enterprises, which benefit private parties or any one individual, may not occur during use of the Community Room.
2. It is the responsibility of the Use Group to be aware of and abide by occupancy limits governing the room or rooms utilized by the Use Group. This information is part of the "Community Room Request for Use Form."
3. It is the responsibility of the Use Group to be aware of and abide by adult-children ratio requirements governing the use of the room. This information is part of the "Liability/Waiver Release Form."
4. The room may be reserved from 8 a.m. until 10 p.m. daily.
5. Reservations to use the room repeatedly for regularly occurring functions will be considered on a case-by-case basis and are subject to review quarterly.
6. Hatfield Township shall, in its sole discretion, approve or deny use applications.
7. Hatfield Township reserves the right not to accommodate reservation requests submitted less than 5 working days in advance of the intended use date.
8. All reservation requests will be processed in the order in which they are received.
9. Completion of the Liability/Waiver Release Form is a condition of use of the Community Room. No Use Group will be permitted to use the Community Room unless Hatfield Township has received a signed Liability/Waiver Release Form.

Hatfield Township reserves the right to terminate this arrangement or deny reservation dates at its discretion. Reasons can include Township need for the space or misuse of the premises by the organization. Organizations reserving the room may not create scheduling monopolies (i.e. continuously reserving the room for multiple nights per week for an extended period of time). The community room is designed for the entire community to reserve and utilize not just a select few groups or organizations. When scheduling conflicts occur, the Township will make every effort to notify the organization 24 hours in advance of the anticipated use, and the Township shall not be responsible for any inconvenience upon providing notice.

I have read and understand the information on the Community Room Use Policy (above).

Signature _____ Date _____

Print Name _____ Title _____

Organization _____

Revised: 12/13

RESERVATION USE AND LIABILITY WAIVER

I do hereby agree, for myself, my heirs, executors, administrators, and assigns, to forever remise, release and discharge Hatfield Township, its directors, officers, members, agents, commissioners and any other representatives related to any and all Community Room activities, and their heirs, executors, administrators, and assigns from any and all actions, causes of action, suits, debts, accounts, controversies, damages, claims and demands, whatsoever, which I or my legal representative may have or acquire against Hatfield Township or its directors, officers, members, agents, commissioners and any other representatives related to the Program, by reason of any loss resulting from personal injury or property damage, including but not limited to weather related events which may occur during, in connection with, or by reason of my use and attendance at the Hatfield Township Administration Building Community Room and related facilities.

I agree that Hatfield Township shall have the right, at its discretion, to enforce rules of conduct and/or terminate my participation and/or use of the Hatfield Township Administration Building Community Room and related facilities for failure to act in conformance thereof, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the group or the Hatfield Township Administration Building property as a whole.

I hereby grant Hatfield Township and any of the directors, commissioners, officers, members, agents and other representatives full authority to take whatever action, in their discretion, is determined to be necessary regarding my health, safety and welfare, and I fully release Hatfield Township and any of the directors, commissioners, officers, members, agents and other representatives from any liability for such actions, as set forth herein.

(Signature of Applicant)

(Printed Name of Applicant)

(Date)

For Youth Groups: Please provide evidence that adult supervision at a ratio of at least 1 (one) adult per every 25 youth will be maintained during your organization's use of this facility by attaching a list of the names of the adults in charge.

I am aware of the adult supervision requirement and have submitted the necessary information.

(Signature of Applicant)

(Date)

Note: Official Use Only

Approved by: _____

Date: _____

COMMUNITY ROOM PRE-EVENT CHECK LIST

Prior to your use, please indicate if you found:

Trash/Food Left Behind:

- ☐ Kitchen
- ☐ Community Room
- ☐ Men's restroom
- ☐ Women's restroom

Comments _____

Floors/Tables/Countertops Not Cleaned:

- ☐ Kitchen
- ☐ Community Room
- ☐ Men's restroom
- ☐ Women's restroom

Comments _____

Misuse of appliances (authorized and unauthorized)

Comments: _____

Misuse of unauthorized areas

- ☐ Lobby
- ☐ Outside patio
- ☐ Loading/unloading/parking on side entrance pathway

Comments: _____

☐ **Room left in good condition prior to our use**

Signature: _____ **Date:** _____

Date/time of your event: _____