



# Hatfield Township Administration Building Request for Use of Community Room

\_\_\_\_\_  
(Organization Name) (Approx. no. adults) (Approx. no. children)

\_\_\_\_\_  
(Organization Mailing Address) (If none, provide mailing address of designated contact person.)

\_\_\_\_\_  
(Please enter a brief description. Ex.: We are company located w/in the Township hosting a seminar).

\_\_\_\_\_  
(Contact Name) (Title w/in organization)

\_\_\_\_\_  
Telephone (day) Telephone (evening)

\_\_\_\_\_  
Day(s), Date(s) and Time(s):

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

<input type="checkbox"/> "A" room (24X32)	<input type="checkbox"/> "B" room (20X32)	<input type="checkbox"/> "A & B" (44X32)
<input type="checkbox"/> Chairs & tables provided	<input type="checkbox"/> Chairs and tables provided	<input type="checkbox"/> Chairs and tables provided

*As head of organization, I have read the below information about facility use and take responsibility for the actions of fellow organization members during our time of use. Additionally, I take responsibility for any damages that occur as a result of misuse of the premises during our time of use. As the primary contact person, I assume responsibility for the key to the room.*

- I will be held personally responsible for obtaining and returning the key to the police department or to the pre-arranged site. Photo ID is required.
- I will return room and contents to order as arranged with Township.
- I will not permit smoking or alcohol or drug use on the premises. This includes both inside the building and outside on the Municipal Grounds.
- I will turn off all interior lights upon departure. Note: Restroom lights are motion sensitive and the room has security lighting that will remain on.
- My group will enter and exit by the entrance door on the Chestnut Street side of the building.
- I will check that our door is locked from the outside.
- I will leave behind no wrappers from food, food refuse, or trash that creates odors, nor any stains on the floor. Reservation of the community room does NOT include use of the kitchen.
- Temperature is auto-controlled. I will not alter the temperature.
- I will limit our access to the community room, restrooms, and water fountain area. Community room does not include outside patio. Congregating in the Township lobby is not allowed.
- My group will not occupy private office space or use office equipment or office supplies (exception: telephone for emergencies).

**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 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, 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: This form, with Township approval signature, must be received before scheduling activities at the community room.**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

# 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, and other similar activities. Private parties, birthday parties, baby showers, etc. are not allowed.

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 (“Use Group”) and submitted to Hatfield Township with (1) a \$30.00 room use fee per reservation date or a \$15.00 use fee per reservation date for Non-Profit or Not for Profit Organizations and (2) a \$25.00 security deposit (in separate payment forms).

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

1. Use Group shall be associated with Hatfield Township. Examples of association include members that reside in Hatfield Township or the fact that Hatfield Township residents benefit from the services provided by the Use Group. Reservations must be made by a Hatfield resident.
2. Profit-making enterprises, which benefit private parties or any one individual, may not occur during use of the Community Room.
3. 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.”
4. 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.”
5. The room may be reserved from 8 a.m. until 10 p.m. daily.
6. The room may be reserved for a maximum of four hours on the weekends.
7. A \$30.00 or \$15.00 room use fee (based upon user group type) and a security deposit of \$25.00 must be submitted as part of the reservation process. The deposit is refundable after use provided the Use Group has adhered to the policy and the rules and regulations of use. The security deposit will be kept if the room requires professional cleaning.
8. 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.
9. Hatfield Township shall, in its sole discretion, approve or deny use applications.
10. Hatfield Township reserves the right not to accommodate reservation requests submitted less than 5 working days in advance of the intended use date.
11. All reservation requests will be processed in the order in which they are received.
12. 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.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_