



# Meeting Room Rental Application

615 Vanceville Road, Eighty Four, PA 15330

**Lindsey Strack**, *Planning and Zoning Coordinator*

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Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_@\_\_\_\_\_.com

Purpose of Use: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Maximum Number: 150 persons

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

Event Time: \_\_\_\_\_

**Rules and Regulations: Use of the Meeting Room is subject to the Rules and Regulations adopted by the Board of Supervisors and by signing this Application the Organization acknowledges receipt of the Rules and agrees to be bound by the same.**

Signature of Applicant: \_\_\_\_\_

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**For Township Staff Use Only**

Application received by Somerset Township: \_\_\_\_\_

Security Deposit: \$50.00  Yes  No Cash/Check: \_\_\_\_\_ Security Deposit Return Date: \_\_\_\_\_

Meeting Room available on requested date:  Yes  No



## Meeting Room Usage Policy

The Board of Supervisors has determined that it is necessary to adopt rules and regulations concerning use of the Meeting Room in the Municipal Building as follows:

1. Only the Meeting Room in the Municipal Building at 615 Vanceville Road is available for use.
2. The Municipal Meeting room shall be made available for use by not-for-profit organizations, other government agencies and officials, Township and School District organizations, and general public.
3. Any meetings and information shall be non-partisan in nature.
4. Any meetings and information shall avoid advocacy of a particular position in areas of public policy/political dispute or controversy.
5. There is no guarantee that the Meeting Room will be available on dates of use requested.
6. The meeting room is available only if it does not interfere with Township functions.
7. Any organization requesting use of the Meeting Room shall complete and submit to the Township a Meeting Room Application.
8. The Meeting Room is available Monday to Saturday unless that day is a Holiday and so will be unavailable. Anyone using the Meeting Room must vacate the Meeting Room and Township Building no later than 9:00P.M.
9. The Meeting Room is being offered in an "as is" condition! The Township will make no alteration/repair/cleaning or otherwise for the convenience of anyone using the Meeting Room.
10. Any Township need of the Meeting Room shall take priority over any requested use.
11. Township residents shall be given preference on the use of the Meeting Room.
12. Absolutely no access is permitted to any Township office in the Municipal Building.
13. Anyone using the Meeting Room must inspect the Meeting Room prior to use.
14. No use of the building that would cause an increase in insurance costs is permitted.

15. Anyone using the Meeting Room must clean up the Meeting Room after use placing all refuse and garbage in an area designated by the Township.
16. Anyone using the Meeting Room shall be responsible and liable to any damage to the Meeting Room and Building.
17. No smoking or alcohol use is permitted.
18. No illegal activity is permitted.
19. No alteration to the Meeting Room or attachments to walls/floor/ceiling is permitted.
20. Anyone using the Meeting Room is responsible for turning out lights and locking the Municipal Building at the conclusion of use.
21. There shall be a \$50.00 security deposit paid prior to use of the Meeting Room. This security deposit is for the single use of the Meeting Room. The security deposit will be returned after inspection by the Township showing no damage or clean up necessary.
22. Anyone submitting an Application to use the Meeting Room shall be bound by these rules and will be responsible for the orderly use of the Meeting Room and responsible for anyone attending the function complying with these rules.
23. The Township will not be responsible for any loss or damage incurred by anyone using the Meeting Room as the result of events beyond the control of the Township such as power failure.
24. Anyone using the Meeting Room shall indemnify and hold the Township harmless from any damage, injury, claim and attorney fees that may arise from the use of the Meeting Room.
25. Use of the Meeting Room shall not be interpreted as the Township's official policy or position or support of the activities of the person/organization/groups using the Meeting Room.