

Birmingham Township, Chester County

MEETING ROOM USE POLICY

Birmingham Township Homeowners' Associations or Civic Associations may use the Meeting Room when available. Priority for use of the Meeting Room will be given to the Township Board and Committee meetings. The use by the Township Board and Committees will have precedent over any other use and that other use will be subject to cancellation if a Township meeting must be rescheduled. Use of the Meeting Room to organizations based outside of the Township is prohibited. All scheduling will be done through the Township Office. No use which, in the judgement of the Township Office, could cause damage to Township property or disruption of the Township operations shall be permitted. The use by any organization shall not imply that Birmingham Township, either directly or indirectly believes in or subscribes to the philosophy of that organization.

Rules governing the use of the Meeting Room shall include but not be limited to the following:

1. Smoking is prohibited in the Municipal Building.
2. Use of alcoholic beverages or drugs is prohibited.
3. There shall be no serving of food or beverages.
4. Each group/person using the facility shall be financially responsible for any damage caused to the property or contents.
5. Township personnel shall not be responsible for arranging any room or providing any furniture other than which is already available.
6. Room use shall be for meeting only.
7. The meeting room must be returned to the condition it was upon your arrival. This includes appropriate clean-up and restoration of chairs/tables to their original configuration and removal of trash. **If the room is not returned to the original condition, you will NOT be given permission to use the room in the future.**
8. A \$10.00 refundable deposit is required upon pick up of the Municipal Building Key. Key is to be placed in the mail slot after locking the door.
9. No regularly scheduled periodic meetings shall be permitted.
10. The Meeting Room is available until 10:00 pm, Monday through Friday.

The Township Office has the authority to promulgate additional rules and regulations.

I have read and understand the rules and policies governing the use of the Birmingham Meeting Room and as the responsible agent, accept both personally and for my organization full liability for compliance with them, including financial responsibility. Furthermore, on behalf of my organization, I hereby release and hold harmless the Township of Birmingham from any and all claims for damages or injury relating to the requested use except those that are directly caused by negligence on the part of Birmingham Township.

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Address: _____

Birmingham Township, Chester County

APPLICATION FOR USE OF MEETING ROOM

1. Date: _____ Time: _____

2. Purpose of use: (Describe function and estimate number of people.)

3. Name of Organization: _____

4. Address of Organization: _____

5. Responsible Agent: _____

Telephone #: _____

6. Description of type and purpose of organization: _____

7. Specific requests related to use: _____

*** **PLEASE NOTE**: The meeting room must be returned to the condition it was upon your arrival. This includes appropriate clean-up and restoration of chairs/tables to their original configuration and removal of trash. If the room is not returned to the original condition, you will NOT be given permission to use the room in the future.

8. Signature: _____

9. ACTION TAKEN BY TOWNSHIP _____
