

LONDON GROVE TOWNSHIP

Meeting Room Use Policy

Community based groups, service clubs and similar organizations may reserve a Township Meeting Room. Rules governing the use of London Grove Township Meeting Room shall include but not be limited to the following:

1. London Grove Township Boards' and Commissions' meetings will have precedence over **any other use** and such other use may be cancelled if a Township meeting must be scheduled. A minimum of 24-hour notice will be provided for all such cancellation.
2. London Grove Township reserves the right to cancel access to the building in case of inclement weather conditions, emergencies and/or other unforeseen circumstances. Efforts will be made to notify any organization as soon as practical.
3. There is a **\$200.00** deposit required. This deposit is for both keys and cleaning, which will be returned upon receiving the keys back from the renter and leaving a clean building. The Meeting Room and public restrooms shall be left as they were found including appropriate clean up and relocation of furniture to its original configuration. Failure to return the area to its original configuration, or clean the area prior to leaving will result in a **service fee**. The decision to charge a service fee is solely at the discretion of London Grove Township staff.
4. Groups may only use the rooms at the London Grove Township Building that have been approved by the London Grove Township Administration.
5. Smoking and/or use of any tobacco products is prohibited in the Municipal Buildings, this includes on the porches and walkway areas.
6. Possession of and/or use of alcoholic beverages, or any other controlled substance is prohibited on Township property.
7. **Food and beverages are not permitted.**
8. Each organization using the facility shall be financially responsible for any damages caused to the property or contents. The organization is responsible for all parties accessing the building as part of the organizations function. If the organization is the sole organization using the building, they are responsible to verify that all access is for their organization or otherwise authorized.
9. No building controls or functions shall be modified by the user, including but not limited to HVAC controls, or timers.
10. Telephone, computer, and other electronic systems shall not be used without prior permission.
11. Township personnel shall not be responsible for arranging any room or for providing any furniture other than that already available in the room.
12. Room use shall be for meetings only. No use, which in the judgement of the Township could cause damage to the Township property or disruption of Township operations, shall be permitted.
13. Groups using the Meeting Room shall be restricted to the area requested. Access to or use of any other areas will result in termination of privileges to use the building by the organization for the period of one (1) year.
14. Groups shall not exceed the occupancy limit for any given area.
15. If you need to cancel your reservation, the Township Administration must be notified twenty-four (24) hours in advance of the reservation date. Fees will not be refunded if cancellations are made within less than twenty-four (24) hours' notice. If a reservation needs to be cancelled during a weekend or after Township business hours a representative of the group must leave a message on the Township's voicemail at 610-345-0100 at least twenty-four (24) hours in advance.

The use by an organization shall not imply that the staff and official of London Grove Township either directly or indirectly, believe in or subscribe to the philosophy of that organization.

Local Organization: A local organization is a local organization that services and supports London Grove Township Residents. This would include local home owners' associations.

Agency Within the Township: Schools or PTA/PTO events, Sporting Event Meeting (Little League, Football, Lacrosse, etc.) where the players and/or fields are located within London Grove Township.

Government, Civic, or Groups located outside of the Township: This category would include government agencies not associated with London Grove Township, political groups, private entities, etc.

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Application for Use of the London Grove Township Meeting Rooms

Date of Application: _____ **Date(s) Requested:** _____
Time(s) Requested: _____ **Number of Attendees:** _____

Brief description of function being held.
**Note that no food or beverages are to be served*

Sponsoring Organization:

Local Organization: A local Organization is a local organization that services and supports London Grove Township Residents. This would include local home owners' associations. (Per Use)	\$0.00
Agency Within the Township: Schools or PTA/PTO events, Sporting Events Meeting (Little League, Football, Lacrosse etc.) where the players and/or the fields are located within London Grove Township. (Per Use)	\$75.00
Government, Civic, or Groups located outside of the Township: This category Would include government agencies not associated with London Grove Township, Political groups, private entities, etc. (Per Use)	\$150.00
Key Deposit/Cleaning Deposit (Per Use)	\$200.00

Organization: _____ **Agent of Organization:** _____
Street Address: _____ **City/State:** _____
Contact Phone Number: _____ **Fax Number:** _____
Email Address: _____

The sponsoring organization assumes full responsibility for any damages to Township equipment and property. Furthermore, the Sponsor will indemnify and hold harmless the Township from all personal liabilities that are caused by or due to any acts or omissions of the Sponsor and its members and guest. On behalf of the Sponsor, I acknowledge that I have read and understood the London Grove Township Meeting Room Policy and that I have legal authority to sign on behalf of the sponsor.

Agent's Signature _____
Date

Township Staff Approved _____
Date

For Official Use Only:

Date Keys were picked up: _____
Date Keys were returned: _____
Locking Key: # _____
Unlocking Key: # _____
Check: # _____
Date Check was returned: _____

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Cleaning Checklist

- All floors, tables and chairs are clean.
- Lavatories are clean. Men's Woman's
- Furniture is replaced. Leave all tables and chairs **AS YOU FOUND THEM**, unless other arrangements have been made with the Township Staff.
- All trash has been bagged and removed from the building. Do not leave bags of trash in the room.**
- All lights turned out.
- Please close the doors to the meeting room and kitchen. Be sure the stationary door on the front double doors are secured if you open both doors. All exit doors are locked.
- Keys returned to office, or as arranged with Office Staff.

Any questions about the cleaning check list, please ask London Grove Township office staff.