

# COMMUNITY USE of UPPER DUBLIN TOWNSHIP BUILDING ROOMS E-APPLICATION FORM

Return completed form to: UDP&R (Room Reservations), 801 Loch Alsh Avenue, Fort Washington, PA 19034

Questions? (215) 643-1600 x3238 Fax (215) 542-0797

Please answer all questions in gray highlighted areas. A max. 12 dates may be requested to accommodate regular monthly meeting or programs/events spanning more than one day. You may note alternate acceptable dates on this form.

### EVENT ORGANIZER INFORMATION

Group or Organization:	_____
Contact Person:	_____
Best Phone # to reach you:	_____
Mailing Address:	_____
E-mail Address:	_____
Town/State/Zip:	_____

### HOW THIS RESERVATION SHOULD BE POSTED & LISTED ON DIRECTIONAL SIGNS:

NUMBER EXPECTED TO ATTEND:

NOTE: Rooms are available until 10:00 pm.

#	DAY	Date	Activity Starting Time	Activity End Time	Arriving to set-up	Room Set-up Requested (see options)	Is event open to non-Upper Dublin residents?	Will a FEE BE CHARGED to participate?	Twp. use only - ROOM
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

### OPTIONS (insert STYLE choice defined below in ROOM SET-UP REQUESTED box above):

STYLE	DESCRIPTION
- CLASSROOM	rectangular tables; chairs on one side facing instructor area at front
- LECTURE	chairs-only in rows, facing front
- MEETING	rectangular tables set conference style in any one of the following three (3) setups (a) U shape (b) Open Center Square/Rectangle (c) Closed Square/Rectangle
- BANQUET	round tables w/ 6-10 chairs placed around each table
- OPEN FLOOR	empty room
- SPECIAL REQUESTS	<b>be sure to note in the box below items requested such as registration tables/chairs needed outside of room; head table; additional stacked chairs in corner; etc.</b>

**SPECIAL REQUESTS:** Please describe any special set-up you would like or special accommodations requested:

**COMMUNITY USE of TOWNSHIP BUILDING ROOM APPLICATION FORM - PAGE 2**

**AV EQUIPMENT (X all that apply):**

<input type="checkbox"/> TV/VCR (VHS & DVD)	<input type="checkbox"/> Screen	<input type="checkbox"/> Lectern (no microphone)
<input type="checkbox"/> Cable TV access	<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Lectern (with microphone)
<input type="checkbox"/> Internet access	<input type="checkbox"/> Easel / Display Mount	<input type="checkbox"/> Other: _____

- AV Equipment is placed in your reserved space based on your requests indicated above.
- Groups/Speakers must arrange for their own LCD projectors, laptops & slide projectors.

**FOOD SERVICE & HOSPITALITY (X all that apply):**

NO FOOD will be provided at this event

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YES! FOOD will be provided at this event

EVENT SPONSOR will provide all set-up, food service and clean-up.

CATERER will provide all set-up, food service and clean-up.

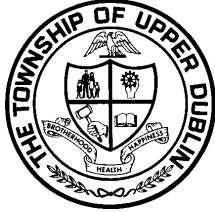
***Event sponsors are required to provide their own food supplies, paper and plastics products, table covers, serving utensils, et. Items stored in open cabinets and drawers are not for general use. These are emergency use supplies.***

**THE FOLLOWING KITCHEN AMENITIES WILL BE USED (X all that apply):**

<input type="checkbox"/> refrigerator/freezer space	<input type="checkbox"/> stovetop/oven	<input type="checkbox"/> coffee urn / coffee maker*
<input type="checkbox"/> microwave	<input type="checkbox"/> serving window (open)*	<input type="checkbox"/> chafing dishes*
<input type="checkbox"/> serving counter	<input type="checkbox"/> carafes*	<input type="checkbox"/> other: _____

**\*Use of these items require special arrangements through UDP&R and may include a user fee.**

- \*\*\* 1. The event sponsor is responsible for food set-up and/or interfacing with the caterer/food service provider.**
- \*\*\* 2. The event sponsor is responsible for cleaning up all areas used for food service including clearing tables and counters, picking up debris from floor and bagging trash.**
- \*\*\* 3. The event sponsor is responsible for returning rooms to the same order in which rooms were found.**



# UPPER DUBLIN TOWNSHIP BUILDING MEETING ROOMS

## RULES, REGULATIONS & FEES for USE (7/09)

### PERMITTED USES

Upper Dublin Township community groups and organizations may use COMMUNITY ROOMS and MEETING ROOMS for meetings and gatherings of general interest that are open to the public.

Promotional or purely social events organized by an individual or private, business or commercial sponsor are generally not permitted uses (*please note that Mondauk Common and the EPI-Center are Township facilities that accommodate individual, private and purely social events*).

Political groups may use the facilities for free events, provided an Upper Dublin resident agrees to be responsible for having all rules obeyed. Incumbent elected officials, whose districts include part or all of Upper Dublin Township, may use facilities for informational meetings about matters of general interest to the public.

The Township reserves the right to limit the use of its facilities when an activity may interfere with normal or essential Township operations, special Township meetings or special Township or community programs or events. Further, with the advice and consent of the Township Manager; UDP&R is empowered to deny use of Township facilities to any applicant when the denial is deemed appropriate.

### APPLICATION FOR USE

Application for use of any one or more rooms shall be made through the Upper Dublin Township Department of Parks & Recreation (UDP&R). Applications will be accepted generally not less than one week before and no more than six months in advance, for one-time events.

Applications for regular use of rooms may be made as early as **November 10<sup>th</sup>** of the preceding year.

Applications forms are available:

- in a downloadable version through the Township's web site, [www.upperdublin.net](http://www.upperdublin.net)
- as an e-document requested by e-mailing [jlevy@upperdublin.net](mailto:jlevy@upperdublin.net);
- in printed form in either the Upper Dublin Township Building Main Lobby or UDP&R Customer Service Window Lobby.

### HOURS OF USE

Township Building rooms are available as follows:

- Monday through Friday                      7:30am to 10pm
- Saturday and Sunday                         8:00am to 10pm

*Permit times will include set-up and clean-up. A minimum two hours per use will be assigned (includes up to one hour for the event and at least 30 minutes for set-up and 30 minutes for clean-up).*

### FACILITIES AVAILABLE FOR USE

ROOM SET-UP & MAX. CAPACITIES	CLASSROOM	LECTURE	BANQUET / MEETING	OPEN FLOOR
<b>Room A</b>	24	25	40	50
<b>Room B</b>	24	25	40	50
<b>Room C</b>	40	50	72	100
<b>Room D</b>	40	50	72	100
<b>Main Meeting Room</b>	40	100	100	200
<b>Conference Room</b>	n/a	n/a	12	n/a

**Maximums available:**      30"x72" tables = 24                      60" round tables = 8                      chairs = 150

- **Classroom Style:** 30"x72" tables, chairs on one side, facing front
- **Lecture Style:** chairs only in rows with a center aisle, facing front
- **Banquet / Meeting Style:** 30"x72" rectangular tables and/or 60" round tables with chairs all around
- **Open Floor:** empty room OR limited tables and chairs around perimeter with open center

## **CLASSIFICATIONS**

Fees and charges will be assessed for room usage based on the following classifications:

### **CLASS 1**

Applies to the Upper Dublin Township Board of Commissioners, advisory boards and committees; Upper Dublin Township operating departments; Upper Dublin emergency services organizations; and, Upper Dublin School District departments and agencies.

### **CLASSES 2A & 2B**

Applies to youth sports organizations, service organizations and other community, civic or political organizations that provide programs and services in conjunction with UDT.

- **2A:** Applies to regular monthly meetings of these organizations.
- **2B:** Includes all other uses by 2A organizations including but not limited to registrations, drafts, coaches meetings, training classes, candidate meetings

### **CLASS 3**

Applies to all requests by youth sports organizations, service organizations and other community or civic organizations not included in class 2. Also applies to class 2 organizations for activities and events where an admission or registration fee is charged; a donation is solicited; or funds are being raised. Applies to homeowner associations and homeowner management groups who schedule monthly and annual meetings.

### **CLASS 4**

Applies to any exception made for facility use by a private citizen; for-profit or non-profit organization; business, commercial, political or non-community agency or organization.

## **USER FEES**

The Township Manager must approve any exception to the following fees. Fees must be paid by the date indicated on the confirmation issued by UDP&R.

	<b>CLASS 1</b>	<b>CLASS 2A</b>	<b>CLASS 2B</b>	<b>CLASS 3</b>	<b>CLASS 4</b>
<b>Room A/B</b>	No Charge	No Charge	\$10 per use	\$10 per hour	\$15 per hour
<b>Room C</b>	No Charge	No Charge	\$10 per use	\$10 per hour	\$15 per hour
<b>Room D</b>	No Charge	No Charge	\$10 per use	\$10 per hour	\$15 per hour
<b>ABC</b>	No Charge	No Charge	\$20 per use	\$20 per hour	\$30 per hour
<b>CD</b>	No Charge	No Charge	\$20 per use	\$20 per hour	\$30 per hour
<b>ABCD</b>	No Charge	No Charge	\$30 per use	\$30 per hour	\$45 per hour
<b>Main Meeting Room *</b>	No Charge	No Charge	\$20 per use	\$20 per hour	\$30 per hour
<b>Conference Room **</b>	No Charge	No Charge	No Charge	\$5 per hour	\$10 per hour
<b>Kitchen + Equipment</b>	No Charge	case-by-case	case-by-case	case-by-case	case-by-case
<b>A-V Equipment</b>	No Charge	case-by-case	case-by-case	case-by-case	case-by-case

- **KITCHEN:** user has access to the refrigerator, sink, oven, range, microwave and counter tops; mop, bucket, push broom, dust pan and brush, trash bags; NO PAN FRYING or DEEP FRYING is permitted under any circumstance
- **A-V EQUIPMENT:** user has access to free-standing screens, wipe-off boards; TV/VCR/Monitor w/ VHS and DVD; overhead projectors, AV carts and extension cords; the Township reserves the right to charge for A-V equipment

\* The Main Meeting Room will be assigned in all cases where attendance is unknown (i.e. Homeowners Association Annual Meetings).

\*\* The lesser of two charges will be assessed to any group relocated for the convenience of the Township.

## **SUPERVISORY FEES**

A UDP&R supervisor (staff or SiteWatch) must be on duty whenever a room is in use. Supervisory fees may be assessed in addition to any room use charges. Waiver of this fee is on a case-by-case basis and determined in consultation with the Township Manager.

An additional charge may be assessed for set-up services and/or necessary clean up after an event.

### **SECURITY DEPOSITS and LIABILITY INSURANCE**

Each group or organization in Classes 2, 3 and 4 is required to post a **\$200 per event Security Deposit in the form of a credit card number. The credit card number is required in order for the permit to be written.** The Security Deposit will be charged if the group use exceeds permit parameters, property or equipment damage occurs or additional cleaning is required (including trash removal and room set-up). The event organizer will be contacted prior to any charges being processed.

Every group or organization using a Township Building meeting room is required to have a current Certificate of Liability Insurance on file with UDP&R at the time of the event. The limits of coverage must meet or exceed \$100,000 per person/\$300,000 per accident – bodily injury and \$100,000 - property damage. For groups using the facility on a regular basis one certificate may be placed on file for the year.

The Township Manager must approve any exception to this regulation.

### **CANCELLATION by EVENT SPONSOR**

UDP&R appreciates as much advance notice as possible when a permit must be cancelled or a date changed. For organizations that have paid a fee to use rooms the following cancellation and/or date change fees will be applied:

#### **With more than 10 business days notice of cancellation requiring a refund:**

Fees paid will be refunded in full minus a \$5 administrative fee. If just the date is changed, there will be no administrative fee assessed.

#### **With 6 to 10 business days notice of cancellation:**

Fees paid will be refunded minus a 25% cancellation fee. If just the date is changed, there will be no administrative fee assessed.

#### **With 1 to 5 business days notice of cancellation or date change:**

Fees paid will be refunded minus a 50% cancellation fee.

If canceled on the date of the event or the event is a "no show," there will be no refund of fees paid.

### **INCELEMENT WEATHER CANCELLATION**

Events canceled due to declared or impending snow emergencies will be without penalty. The general procedure will be to follow Upper Dublin School District closings (# 311) announced over 1060AM, KYW-NewsRadio.

### **CANCELLATION BY TOWNSHIP**

In the event of an emergency, Upper Dublin Township reserves the right to cancel scheduled uses.

Upper Dublin Township may terminate the privilege granted to use meeting rooms at any time for any reason.

### **PARKING and ACCESSIBILITY TO ROOMS**

Parking for community use of meeting rooms in the main parking lot of the Township Building. Parking in the lot next to the U.D. Public Library is limited to library patrons. Parking across Loch Alsh Avenue in front of the Upper Dublin High School is generally available during late afternoons, evenings, weekends, during the summer and on school holidays,

Access to the meeting rooms is through the Main Meeting Room or Police lobbies. The UDP&R supervisor in charge will open these doors by the time stated on the permit.

Access through the MAIN ROTUNDA LOBBY may be limited or restricted during evenings and weekends.

Handicapped accessibility to the rooms is through the Police Lobby. Please follow the corridor to the extreme right hand side of the building. Please contact the Township at least 72 hours in advance of your event should you or any of your attendees require additional accommodations.

### **AMENDMENTS TO THESE RULES & REGULATIONS**

Upper Dublin Township reserves that right to amend this policy at any time. Amended regulations will apply to all future events including those already approved.

## 20 RULES AND REGULATIONS for COMMUNITY ROOM USE

### **PERMITS and FEES**

1. An e-application is required to book rooms. No rental is guaranteed until a confirmation is received from UDP&R, usually within 2 business days of the request. If you do not hear from UDP&R in 2 days, please contact [jlevy@upperdublin.net](mailto:jlevy@upperdublin.net). Fees are outlined on page 2 of this document.
2. No admission or registration fee may be charged to the user group's members, attendees or guests, donations solicited or funds raised, without prior approval from the Township through UDP&R. UDP&R must also pre-approve the sale of goods.

### **ACCESS to ROOM(S)**

3. UDP&R reserves the right to accept or reject any application.
4. The times listed on the permit include the time allowed for arrival, set-up, the event, clean-up and restoration of the room.
5. Use of the facility is limited to the room(s) listed on the permit as well as rest rooms and access hallways leading to the room(s) from the parking lot.
6. All borrowed equipment must be returned to the UDP&R supervisor before leaving the facility. UDP&R and Upper Dublin Township are not responsible for personal items lost, stolen or left behind.

### **SUPERVISION**

7. A UDP&R employee, whose costs are included in any assessed fees, will supervise all permits.
8. All noise and music must be kept at a reasonable level and will be controlled by the supervisor.
9. The UDP&R supervisor has the authority to determine if participants are strictly adhering to all rules and regulations. Further, UDP&R has full authority to enforce these regulations.
10. All youth groups (under 18 years of age) must be chaperoned by adults minimum age 21 at a ratio of 1 adult:10 youth in attendance. It is expected that children will be supervised before, during and after the event; in hallways, rooms, rest rooms and parking lots.

### **DECORATIONS**

11. Any decorations used must be attached to metal, on doors, on divider panels or on windows using masking tape only. All decorations and tape residue must be removed leaving no trace and disposed of before leaving.

### **KITCHEN & FOOD SERVICE**

12. Only trash bags and cleaning equipment are supplied. All UDP&R and Upper Dublin Township supplies are clearly marked and are strictly off-limits. Groups will be invoiced for the cost to replace Township supplies used or missing.
13. The event sponsors must supply plastic, vinyl or cloth table coverings to protect all dining and serving tables.

### **STRICTLY PROHIBITED**

14. The following are strictly prohibited: Smoking of any kind, open candle flames (except Sterno and birthday candles), possessing/drinking alcoholic beverages\*, live music or DJ's\*, gambling\*, wheeled recreational vehicles, outdoor sports equipment, activities involving water, drug use, use of profane language and animals on or off leash (except service animals). *\*requires special permission & UDP&R permit*

### **DAMAGES**

15. All vehicles must be parked in authorized parking spots.
16. Users are responsible for any damage caused to the facility and/or its contents during their permit. Groups are invoiced for all labor and material costs necessary to return the building to its previous condition. This applies to cleaning as well as physical damage.

### **CLEANUP and DEPARTURE**

17. Event sponsors are responsible for cleaning all facilities included in their permit. Adequate cleaning is defined as leaving the facility in the same or better condition than it was prior to rental. Cleaning equipment and trash bags are included. All trash must be properly bagged and sealed.
18. The Township will provide a sponge, mop, bucket, push broom, corn broom, dustpan and brush, vacuum and trash bags for group use.
19. All sinks and counters must be thoroughly wiped down with all countertop debris and trash removed.
20. It is the responsibility of the group organizer to return chairs, tables, etc. after use to the arrangement in which the rooms were found. All lights must be turned OFF.