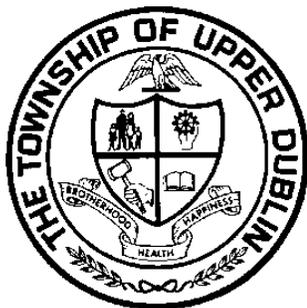


# COMMUNITY USE of TOWNSHIP BUILDING ROOMS

## E-APPLICATION FORM – 2018



### CONTACT INFORMATION

Room Reservations: Linda Brink 215-643-1600 x3238 *Mon-Fri 9a-5p*

Day of Issues: Bill Linde 267-532-5738 *Evenings & Weekends*  
 SiteWatch Staff 267-718-2275 *Evenings & Weekends*  
*(April 1 to 4<sup>th</sup> w/e in Nov)*

Derek Dureka 610-733-3115  
 Tammy Echevarria 215-360-8500

### PERMIT INSTRUCTIONS

- \*Read the Rules for Use
- \*Fill out ALL blue highlighted areas
- \*Only request a maximum of 12 dates to accommodate regular monthly meetings, programs/events
- \*You may note alternate acceptable dates on this form
- \*Fill out page 2, include any and ALL additional information/specifics in "NOTES"
- \*Email (preferred) this COMPLETED form to [lbrink@upperdublin.net](mailto:lbrink@upperdublin.net) or Fax to 215-542-0797

### EVENT ORGANIZER INFORMATION:

Group or Organization:	
Contact Person:	
Best Phone # to reach you:	
E-mail Address:	
Mailing Address:	
City/State/Zip:	
Today's Date:	

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

NOTE: Rooms are available until 10:00 pm unless otherwise specified. *A minimum of 2 hrs will be charged*

#	DAY OF THE WEEK	DATE 00/00	ARRIVAL/SET-UP TIME	ACTIVITY STARTING TIME	ENDING TIME (Include time for clean-up)	TOTAL TIME <i>2 hr min. Twp use only</i>	ROOM SET-UP REQUESTED (see OPTIONS)	NUMBER IN ATTENDANCE	CLASS/CHARGE <i>Twp use only</i>
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

### \*\*OPTIONS for ROOM SET- UP: Fill in Room Set-Up Column Above

ROOM SET-UP OPTIONS & MAXIMUM CAPACITIES	MEETING <i>Tables in a Square</i>	MEETING <i>Tables in a "U"</i>	LECTURE <i>Theater</i>	CLASSROOM <i>2 or 3 per Table</i>
Room AB	24	24	50	10 Tables
Rooms D or C	24	24	50	14 Tables
Rooms ABC	35	30	100	15 Tables
Rooms ABCD	60	50	150	24 Tables
MMR - Main Meeting Room	n/a	n/a	90	n/a
MMR - FRONT	n/a	n/a	36	n/a
MMR - REAR	10-15	n/a	n/a	n/a
CONF - UDT	12	n/a	n/a	n/a
CONF - UDPL	12	n/a	n/a	n/a
159-P&R Request Only	35	24	76	12 Tables

## COMMUNITY USE of TOWNSHIP BUILDING ROOMS pg. 2

### SPECIAL REQUESTS/NOTES:

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### AV EQUIPMENT

***Please check with presenter/speaker and mark all that apply:***

	Lectern	LCD Projector w/ cart & extension cords <b>(\$5.00/day)</b>	TV/DVD <b>(\$5.00/day)</b>
	Microphone	Screen <b>(\$5.00/day)</b>	Easel / Display Mount <b>(\$5.00/day)</b>
	Internet access codes (UDT is wireless)	Sound System <b>(\$15.00/day)</b>	Portable White Board <b>(\$5.00/day)</b>
OTHER:			

- AV equipment is set-up in your reserved space based on your requests indicated above.
- Groups must provide their own laptop computers; may bring own LCD projector.
- Please provide any special plugs, cords, connectors, cables...or notify us in advance of your needs.
- Please refer to the contact information on page 1 if you have questions before or during your event.

### FOOD SERVICE & HOSPITALITY

***Please mark all that apply:***

<b>**YES! FOOD WILL</b> be provided at this event. <i>(see below)</i>	<b>FULL MEAL</b> - Please specify how many serving tables <b>**below</b>
<b>LIGHT REFRESHMENTS</b> 1-2 Tables	<b>NO FOOD</b> will be provided at this event.
<b>** A \$100.00 SECURITY DEPOSIT (Check or CC#) is due upon booking the event or meeting.</b>	
<b>EVENT SPONSOR</b> will provide all food service incl. set-up & clean-up	
<b>CATERER / OUTSIDE VENDOR</b> will provide all food service incl. set-up & clean-up	
<b>CATERER / OUTSIDE VENDOR</b> will deliver food order; <b>SPONSOR</b> will set-up & clean-up	

### THE FOLLOWING KITCHEN AMENITIES ARE REQUESTED

***Please mark all that apply:***

	refrigerator/freezer space		serving counter
	microwave		serving window (open)
	*stove/oven		trolley/cart
	# of serving tables**		<b>OTHER:</b> <i>(write-in below)</i>

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

#### THE EVENT SPONSOR IS RESPONSIBLE FOR:

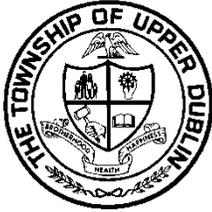
- 1) Food set-up including accepting delivery from the food service provider
- 2) *Providing their own food supplies, paper and plastics products, table covers, serving utensils, etc.*
- 3) Cleaning up all areas used for food service including clearing tables and counters
- 4) Picking up debris from floor and bagging trash
- 5) Returning rooms to the same order in which rooms were found

**Table covers are required. Tables are standard 30x72 rectangular or 60"round**  
*Items stored in kitchen cabinets and drawers are **emergency supplies** and not for general use.*

**For set-up options & photos, please visit:**

Upper Dublin Township Home Page >Departments>Parks&Recreation and click on Municipal Complex Room Rentals

[PHOTOS](#)



# UPPER DUBLIN TOWNSHIP BUILDING MEETING ROOMS RULES, REGULATIONS & FEES for USE

## 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 is a Township facility that can 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 will be accepted as early as the **second Monday in November** 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 [lbrink@upperdublin.net](mailto:lbrink@upperdublin.net)
- in printed form at the UDP&R Customer Service Window

## HOURS OF USE

Township Building rooms are available as follows:

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

*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

**\*\*OPTIONS for ROOM SET- UP: Fill in Room Set-Up Column Above**

ROOM SET-UP OPTIONS & MAXIMUM CAPACITIES	MEETING <i>Tables in a Square</i>	MEETING <i>Tables in a "U"</i>	LECTURE <i>Theater</i>	CLASSROOM <i>2 or 3 per Table</i>
Room AB	24	24	50	10 Tables
Rooms D or C	24	24	50	14 Tables
Rooms ABC	35	30	100	15 Tables
Rooms ABCD	60	50	150	24 Tables
MMR - Main Meeting Room	n/a	n/a	90	n/a
MMR - FRONT	n/a	n/a	36	n/a
MMR - REAR	10-15	n/a	n/a	n/a
CONF - UDT	12	n/a	n/a	n/a
CONF - UDPL	12	n/a	n/a	n/a
159-P&R Request Only	35	24	76	12 Tables

*Tables are standard 30x72 rectangular or 60"round*

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

### **CLASS 3A & 3B**

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.

- **3A:** Applies to regular monthly meetings.
- **3B:** Includes all other uses by 3A organizations including but limited to ceremonies or banquets.

### **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/invoice issued by UDP&R.

ROOM	CLASS 1	CLASS 2A	CLASS 2B	CLASS 3A	CLASS 3B	CLASS 4
A/B	No Charge	No Charge	\$10 per use	\$15 per hour	\$20 per hour	\$25 per hour
C	No Charge	No Charge	\$10 per use	\$15 per hour	\$20 per hour	\$25 per hour
D	No Charge	No Charge	\$10 per use	\$15 per hour	\$20 per hour	\$25 per hour
ABC	No Charge	No Charge	\$20 per use	\$25 per hour	\$35 per hour	\$40 per hour
CD	No Charge	No Charge	\$20 per use	\$25 per hour	\$35 per hour	\$40 per hour
ABCD	No Charge	No Charge	\$30 per use	\$35 per hour	\$50 per hour	\$55 per hour
Main Meeting Room *	No Charge	No Charge	\$20 per use	\$25 per hour	\$35 per hour	\$40 per hour
Main Meeting Room Rear***	No Charge	No Charge	No Charge	\$15 per hour	\$20 per hour	\$25 per hour
Conference Room **	No Charge	No Charge	No Charge	\$10 per hour	\$15 per hour	\$20 per hour
Kitchen + Equipment	No Charge	case-by-case	case-by-case	case-by-case	case-by-case	case-by-case
A-V Equipment	No Charge	case-by-case	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/DVD, projectors, AV carts and extension cords, and sound system; 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.

\*\*\*Main Meeting Room Rear in a conference set-up for over 12 people will be assessed an additional \$5.00 fee

### 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.

<b>CONTACT INFORMATION</b>			
<b>Room Reservations:</b>	Linda Brink	<a href="mailto:lbrink@upperdublin.net">mailto:lbrink@upperdublin.net</a>	215-643-1600 x3238 Mon-Fri 9a-5p
<b>Day of Issues:</b>			
1.	Bill Linde	267-532-5738	Evenings & Weekends
2.	SiteWatch Staff	267-718-2275	Evenings & Weekends April 1 to 4 <sup>th</sup> w/e in Nov
3.	Derek Dureka	610-733-3115	
4.	Tammy Echevarria	215-360-8500	

## **SECURITY DEPOSITS and LIABILITY INSURANCE**

Each group or organization in Classes 2, 3 and 4 is required to post a **\$100 per event Security Deposit in the form of a check or credit card number. The check or 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.

## **INCLEMENT 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.or at [www.upperdublin.net](http://www.upperdublin.net)

## **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 is 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 ROTUNDA LOBBY 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 [lbrink@upperdublin.net](mailto:lbrink@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 equipment must be left in the room for 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 painter's 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.