

WEST DEERFIELD TOWNSHIP

ROOM USE POLICY

Rental Rules and Regulations

1. West Deerfield Township sponsored activities shall have priority in all facility usage.
2. All rentals must be applied for in person at the Township office, at which time *full* payment of the basic rental fee and damage deposit of \$100.00 will be collected. The reservation is not confirmed until payment has been processed and the Township Supervisor has approved the rental agreement.
3. With the exception of scheduled Township activities, and its tenants, all users must complete the "West Deerfield Township Meeting Room" form. Application for rental use of the room will be accepted no earlier than thirty (30) days prior to the proposed rental date and no later than seven (7) working days prior to the proposed date, subject to the Supervisor's discretion.
4. Damage deposits shall be refunded if the room rented is found undamaged. Rental information for the room, including forms, fees and hours, duration, room availability, and rules and regulations is available at the Township office.
5. Permission to use the Community Room shall be revoked at any time due to misconduct of individuals, falsification of information, misuse of property or failure to comply with Township rules and regulations. The rental payment will be forfeited to the Township and future permits will not be issued.
6. The Township reserves the right to prohibit any rental which is contrary to the safety and welfare of the public.

Purpose of Policy: It shall be the purpose of this policy to serve as criteria for equal opportunity for persons to use the Township Community Meeting Room in a safe and orderly manner.

Rules of Use of the Meeting Room

1. The Township Supervisor must approve all permits.
2. West Deerfield Township reserves the right to assign a police officer for duty. Any such police expense will be charged to the renter.
3. Alcoholic beverages are prohibited on Township property.
4. Individuals signing the permit must be twenty-one (21) years of age; furthermore, they or their delegated officer must be present during the rental period and assume responsibility for all actions of the group, usage of the facility, equipment and adequate chaperoning of minors. A minimum chaperone ratio of one adult to ten (10) minors is required.
5. Permission will not be granted to an individual or group who will be charging admissions or fees with the purpose of private monetary gain or organizational fundraising.

6. Gambling, lotteries or raffles are not permitted. Collecting and/or selling admissions or tickets at the door or on Township premises are prohibited.
7. West Deerfield Township may require proof of liability insurance.
8. Sales transactions are strictly prohibited. Sales and marketing presentations are allowed only within the Community Room space. The Township Supervisor must approve any related promotional materials listing the Township prior to distribution.
9. All rentals must be applied for in person at the Township office. **All basic rental charges and damage deposit must be paid in full at this time. The damage deposit will be returned within ten (10) working days if no damage or losses are incurred during the rental period.**
10. Room rental charges will be prorated at \$25.00/hour when user occupies room over three (3) hours. **Please note that rental begins at the time renters initially enter the Community Room and end with their final departure.** Rental hours must include time needed for renter set-up and clean-up. Any related deliveries must be scheduled in advance. The room closes at 10:00 P.M. Sunday through Thursday and at 7:00 P.M. Friday and Saturday. Renters will be assessed a building attendant fee of \$10.00/half-hour beyond the weekday closure time. All rentals must vacate the Township building by closing time.
11. A building attendant fee of \$20.00/hour will be assessed for all Saturday, Sunday, and evening rental times. Evening begins at 4:30 P.M.
12. Any group responsible for removing or damaging Township property or equipment will be required to pay the costs of cleaning, repair or replacement of such damaged or lost equipment.
13. Any use of loudspeakers or public address instruments (including D.J.'s or live musical entertainment) is prohibited.
14. Renters will be responsible for leaving the premises in the orderly state in which it was found.
15. Equipment provided for use to the rental groups must be utilized for the purpose for which it was intended. (Example: tables are to be sat at, chairs to be sat on...there should be no standing on tables or chairs!) The Township reserves the right to act in its best interest for rentals of items not specifically covered by the above rules.
16. The Township does not provide individual accident and health insurance and is not responsible for lost, stolen or damaged personal items or rental equipment.
17. The person responsible for the rental of the room or his/her alternate from the group will be responsible for checking the room for damages and clean-up in the company of a Building Attendant **before** signing the Rental Verification slip at the conclusion of the rental.
18. The Township Center is a smoke-free environment. Smoking is not permitted in the building at any time.
19. Tenants are not subject to these rules.
20. Not-for-profit organizations or individuals renting the room for non-profit activity are exempt from the room rental charges. (01/09/2006)

Room Use Policy

Room may be used for up to 3 hours. Regular office hours are the hours available: 8:30 A.M. to 12:00 P.M., and 1:00 P.M. to 4: 30 P.M. Monday through Friday. There is a \$50.00 fee for use. Non-alcoholic beverages are allowed. There is also a deposit of \$100.00 required. There are no kitchen facilities available and user assumes all clean-up responsibility. Evening hours are available as we are able to hire security. There is an additional charge of \$20.00/hour for evening meetings (after 4:30 P.M.) payable in advance, with the building closing no later than 10:00 P.M. Reservations may be made no more than 30 days in advance and no more than once a month. There is no on-site storage for organizations using the room. No crafts or animals are allowed without special permission. The intended use of this room is for residents and their local civic or neighborhood organization on an occasional basis. No organization may rent the room more than twelve (12) times per calendar year. You must be 21 years of age to rent the room and a resident of West Deerfield Township. Parking is limited in the Township Center lot, and overflow parking is allowed in the public lot across the street adjacent to the Amish Furniture Shoppe. There is an occupancy capacity of 40 persons for this room.

I have read and understand these rules and regulations. I also understand that a violation of any of these rules and regulations, damage to the facility or excessive cleaning required by the township will result in the loss of all or part of my security deposit.

Signed _____ Date _____