## **Borough of Hatfield Community Room**

#### **Request for Use Form**

(Applicant Name)	(Appro.	x. No. adults)	(Approx. No. children)
	Mailing Address)		
(Provide brief description	of Event: i.e. – (We are a local o	organization h	osting a training seminar)
Telephone (day)	Telephone (evening)		Email Address
Date and Time requested:			
Proof of Residency PA DriversLicense/ID N	umber		

Chairs & Tables Provided

Community Room Maximum Policy Limits: 21

The room may be reserved in four hour increments, up to two increments maximum. Each increment INCLUDES set up and clean-up.

# ROOM FEE IS NON-TRANSFERABLE. ALL FEES MUST BE IN CASH.

#### Fee Schedule:

Resident Use Fee (per 4 hour increment) - Deposit-\$100.00 Deposit May Be Waived By Borough Council or Borough Management

# Must show proof of residency.

Community Room may have only one (1) applicant per day and may be rented in four hour increments, up to two (2) increments maximum between the hours of 8:00 AM and 9:00 PM. Event must be concluded and room vacated by 9:00 PM. Rentals exclude holidays and extended holiday weekends when the Borough Building is closed.

# BOROUGH OF HATFIELD Borough of Hatfield Community Room Use Policy

Hatfield Borough's Community Room is available to members of the Hatfield Borough Community for not-for-profit activities appropriate to the facilities size and amenities. Examples of acceptable uses of the facilities include registration for community recreation programs, training lectures, community association meetings and other similar activities.

Written reservations are required to use the Community Room. The request application consists of 3 pages, all of which shall be completed in full by an adult (an individual age 21 or older) member of the organization seeking use of the Community Room and submitted to Hatfield Borough with the appropriate fees:

Policy governing the use of the Community Room includes the following:

- 1. Profit-making enterprises, which benefit private parties or any one individual, may not occur during use of the Community Room.
- 2. It is the responsibility of the Use Group to be aware of and abide by occupancy limits governing the room or rooms utilized by the Use Group. This information is part of the Community Room Request for Use Form.
- 3. It is the responsibility of the Use Group to be aware of and abide by adult-children ratio requirements governing the use of the room. This information is part of the "Liability/Waiver Release Form."
- 4. The room may be reserved between the hours of 8:00 AM until 9:00 PM daily, EXCLUDING holidays and extended holiday weekends when the Borough Building is closed.
- 5. Reservations to use the room repeatedly for regularly occurring functions will be considered on a case-by-case basis and are subject to review quarterly.
- 6. Hatfield Borough reserves the right not to accommodate reservation requests submitted less than 5 working days in advance of the intended use date. Hatfield Borough shall, in its sole discretion, approve or deny use applications.
- 7. All reservation requests will be processed in the order in which they are received.
- 8. Completion of the Liability/Waiver Release Form is a condition of use of the Facility. No Use Group will be permitted to use the Facility unless Hatfield Borough has received a signed Liability/Waiver Release Form.
- 9. Failure to vacate the room before 9:00 PM will result in the loss of your deposit.

Hatfield Borough reserves the right to terminate this arrangement or deny reservation dates at its discretion. Reasons can include Borough need for the space or misuse of the premises by the organization. Organizations reserving the room may not create scheduling monopolies (i.e. continuously reserving the room for multiple nights per week for an extended period of time). The community room is designed for the entire community to reserve and utilize not just a select few groups or organizations. When scheduling conflicts occur, the Borough will make every effort to notify the organization 24 hours in advance of the anticipated use, and the Borough shall not be responsible for any inconvenience upon providing notice.

I have read and understand the information	ation on the Community Room Use Policy (above).
Signature	Date
Print Name	
Title Organization	

# **Applicant Guidelines**

#### AS THE APPLICANT, I HAVE...

- Read the below information about facility use and take responsibility for the actions of my group during our time of use.
- Agreed that I take responsibility for any damages that occur as a result of misuse of the premises during our time of use.
- Acknowledged photo identification must be presented with completed application and fees.

#### COMMUNITY ROOM RULES. AS THE APPLICANT, I WILL...

- Be present during the duration of the event.
- Be held personally responsible for obtaining the key card and returning it to the drop box in the Community Room; Failure to return the key card will result in the forfeiture of your security deposit.
- Complete the Community Room Pre-Event Check List **prior** to my use and return with the key card, which will help ensure the return of my security deposit.
- Return room and contents to order as arranged with Borough.
- Not permit smoking, alcohol or drug use on the premises. This includes both inside the building and outside on the Municipal Grounds.
- Turn off all interior lights upon departure. <u>Note</u>: restroom and lobby lights are motion sensitive and the room has security lighting that will remain on in the "off" position.
- Enter and exit by the front entrance door.
- Not use anything that emits smoke or fog, including, but not limited to incense burners, fog machines or candles.
- Leave behind no wrappers from food, food refuse, or trash that creates odors, nor any stains on the floor.
- Do not tape anything to the walls or doors.
- Limit our access only to community room, restrooms, and water fountain area. This reservation does not include the outside gazebo or grounds.
- Ensure loading or unloading of vehicles shall strictly be from the front parking lot only.
- Check that entry door is locked from the outside upon departure.
- Not tamper with any doors, locks or windows.

#### AS THE APPLICANT, I UNDERSTAND ...

- The room is reserved in four hour increments, up to two (2) maximum per day which INCLUDES set up and clean up.
- Please refer to instructions on the wall in the Community Room for temperature control.
- The entire facility is monitored by security cameras.
- During weather related events, the Hatfield Borough Public Works Department may not be available to address maintenance issues regarding the Facility. The applicant will assume responsibility for accessibility into the Facility Room for their scheduled event.
- Facility Events are subject to random inspection by Township Police and/or Borough Staff.
- Failure to comply with Community Room Rules will result in forfeiture of your deposit.

## RESERVATION USE AND LIABILITY WAIVER

I do hereby agree, for myself, my heirs, executors, administrators, and assigns, to forever remise, release and discharge Hatfield Borough, its directors, officers, members, agents, Council Members and any other representatives related to any and all Facility activities, and their heirs, executors, administrators, and assigns from any and all actions, causes of action, suits, debts, accounts, controversies, damages, claims and demands, whatsoever, which I or my legal representative may have or acquire against Hatfield Borough or its directors, officers, members, agents, Council Members and any other representatives related to the Program, by reason of any loss resulting from personal injury or property damage, including but not limited to weather related events which may occur during, in connection with, or by reason of my use and attendance at the Hatfield Borough Municipal Complex and related facilities.

I agree that Hatfield Borough shall have the right, at its discretion, to enforce rules of conduct and/or terminate my participation and/or use of the Hatfield Borough Municipal Complex Community Room and related facilities for failure to act in conformance thereof, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the group or the Hatfield Borough Municipal Complex property as a whole.

I hereby grant Hatfield Borough and any of the directors, Council Members, officers, members, agents and other representatives full authority to take whatever action, in their discretion, is determined to be necessary regarding my health, safety and welfare, and I fully release Hatfield Borough and any of the directors, Council Members, officers, members, agents and other representatives from any liability for such actions, as set forth herein.

(Signature of Applicant)	(Printed Name of Applicant)	(Date)
For Youth Groups: Please proper every 8 youth will be mainta of the names of the adults in char	vide evidence that adult supervision at a ratio of ined during your organization's use of this facilities.	f at least 1 (one) adult lity by attaching a list
I am aware of the adult superv	ision requirement and have submitted the no	ecessary information.
(Signature of Applicant)	(Dat	e)
Note: Official Use Only	e ig reprivati de destribute imprimente, dip de l' Ris des apparet d'interdepe la selve de participa en des vestille les Comessants	