



PO Box 1, Pocopson PA 19366
Office: 610.793.2151 Fax: 610.793.1944
www.pocopson.org

**POCOPSON TOWNSHIP
APPLICATION FOR USE OF TOWNSHIP MEETING ROOM**

PLEASE NOTE: NO FEE DUE PER USE.

POCOPSON TOWNSHIP MEETING ROOM USE POLICY

Nonprofit organizations and groups (the “User”) may reserve the Meeting Room in the Township Administration Building at 664 South Wawaset Road, West Chester, for activities or meetings in accordance with the following policy.

Rules governing the use of the Meeting Room shall include but not be limited to the following:

1. The Township’s meetings, programs and activities shall have priority in scheduling over all other Users. If a Township meeting, program or activity is scheduled, other scheduled Users for the Meeting Room may be canceled.
2. The Township reserves the right to cancel a reservation in the event of inclement weather, emergencies or other unforeseen circumstances. Efforts will be made to notify the User as soon as practicable.
3. It is the intent of the Board of Supervisors to permit the use of the Meeting Room by eligible parties without the burden of rental or user fees. At this time, there are no rental or user fees. This policy is subject to change without prior notice.
4. The Meeting Room is available for use Monday-Thursday, 3pm-9pm and Friday, 3pm-5pm, except when scheduled for a Township meeting, program or activity. The Meeting Room is not available when the Township building is closed for holidays or other reasons.
5. The hours of use in a reservation include set-up and clean-up time. All individuals associated with the reservation shall vacate the building by the ending time of the reservation.
6. An application for Meeting Room use (on the Township form) shall be completed and submitted to the Township. An indemnification and liability agreement shall also be completed and submitted prior to Meeting Room use. A Certificate of Insurance with a minimum general liability coverage of \$50,000, naming the Township as an additional insured, shall be submitted to the Township prior to use of the Meeting Room.
7. Reservations may be made no less than fourteen (14) days prior to the requested date(s) and no more than three (3) months in advance. Reservations may be accepted with less than fourteen (14) day notice at the discretion of the Township. When more than one application is received for the same date and time, the reservation will be scheduled on a first received basis.
8. The User shall notify the Township of any reservation cancellation at least twenty-four (24) hours in advance of the reservation date.



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9. Users seeking to utilize the Meeting Room shall be sponsored by a Township resident. The Township resident shall also sign the application form and the indemnification agreement. The Township resident shall be present at all times during the use of the Meeting Room by the User.
10. The Township reserves the right to deny any request for use of the Meeting Room. Reasons for denial may include but are not limited to, current or prior failure to comply with this policy, conflicts in Meeting Room use, or the proposed use may cause damage to Township property or disruption to Township operations.
11. Use of the Meeting Room by the User shall not imply the Township either directly or indirectly believes in, supports, or endorses the User or its philosophy. In any advertising by the User of its use of the Meeting Room, the User shall not imply the Township either directly or indirectly is a sponsor of the User, without prior written consent of the Township.
12. The User shall comply with the room capacity indicated for the Meeting Room.
13. The User and its invitees shall not modify any building controls, including but not limited to HVAC controls or timers.
14. The following are not permitted by the User and its invitees while utilizing the Meeting Room, smoking, possession or consumption of alcohol, drug possession or use, possession or consumption of food or possession of a firearm.
15. Pets and other animals are not permitted in the Meeting Room. This prohibition does not apply to service animals.
16. Profit-making, which benefits private parties or organizations, may not occur during use of the Meeting Room. The User shall not charge an admission fee as a condition of attendance when using the Meeting Room.
17. It is the responsibility of the User to return the Meeting Room to its original configuration including rearranging the chairs and tables.
18. All trash and debris must be removed from the Meeting Room by the User.
19. The User is responsible for any and all damages to the Meeting Room or the Township Building by the User or its invitees.
20. The User and its invitees shall not access other areas of the Township Building during its use of the Meeting Room. This specifically includes but is not limited to the Township Administration Office.
21. Township staff cannot accept telephone calls for Users.
22. User and its invitees shall also comply with all additional rules set forth on the Township Application form for Meeting Room use.



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RETURN COMPLETED APPLICATION AND RELEASE FORM TO:

Mail to: Pocopson Township, P.O. Box 1, Pocopson, PA 19366

Drop off: 664 South Wawaset Road, West Chester, PA 19382

Telephone: 610-793-2151

Fax: 610-793-1944

Email: adiaz@pocopson.org

Name of User: _____

Organization/Group Name and Address:

Date(s) Requested: _____ Time: _____ to _____

Mobile Phone: _____ Email: _____

Purpose for Use of Facility:

REQUIRED - Name of Sponsoring Pocopson Township Resident and Contact Info:

_____ Mobile Phone: _____

Address: _____

As representative for the group, I have read the above Rules and Regulations and take responsibility for the actions of myself and the group during the time of use. I have also read and signed the attached Release Form.

Signature of User _____ **Date** _____

Signature of Sponsoring Pocopson Resident

_____ **Date** _____



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FOR OFFICE USE ONLY

APPLICATION STATUS: APPROVED _____ DENIED _____

CERTIFICATE OF INSURANCE RECEIVED ON: _____

USER NOTIFIED ON _____

BY: PHONE _____ EMAIL _____ IN PERSON _____

SPONSORING TOWNSHIP RESIDENT NOTIFIED ON _____

BY: PHONE _____ EMAIL _____ IN PERSON _____



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Pocopson Township Release Form

INTENDING TO BE LEGALLY BOUND HEREBY,

(Name of individual or group)
agrees to hold harmless and indemnify Pocopson Township, its supervisors, managers, agents, employees, and contractors (the "Township"), from and against any and all liability, loss, damage, expense, actions, causes of action, suits, claims, or judgments arising from, resulting from, or based on the use, occupation or enjoyment by

(Name of individual or group)
of real property or personal property or fixtures or facilities owned or occupied or leased or held by the Township; and said

(Name of individual or group)
shall, at its own cost and expense, defend any and all suits including those based on negligence or negligent acts which may be brought against the Township, its officials and employees either alone or in conjunction with others, upon any such liability or claim or cause of action and shall satisfy, pay, and discharge any and all judgments that may be recovered against the Township in such action(s) or suit(s).

(Signature of Individual or Authorized Agent)

(Date)

This Release Form must be signed and submitted along with the Application for Use of Township Meeting Room.