

APPLICATION FOR USE OF THE WEST BRANDYWINE TOWNSHIP MEETING ROOM

Room will not be considered reserved without the accompanying paperwork and payment.

Date(s) to be Used: _____ Number Attending Function: _____

Time(s) to be Used: _____ Date of Application: _____

Preparation Time: _____ Departure Time: _____

Please take preparation time needed for set-up or break down of room into consideration, when scheduling time.

PUBLIC MEETING ROOM A
(\$30 per use)

PUBLIC MEETING ROOM B
(\$20 per use)

MEETING ROOM A&B
(\$50 per use)

Number of Uses: _____ x \$ _____ per use = TOTAL FEE: _____

Room reservation "per use" equals up to 4 hours

Purpose of Use (brief description of function being held): **(No food allowed in Public Meeting Rooms.**

Sponsoring Organization: _____

Authorized Agent of Organization: _____

Address: _____

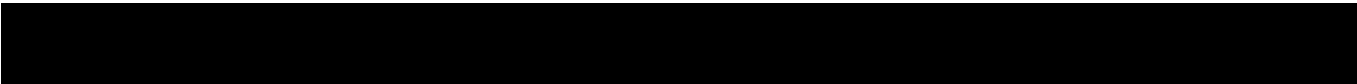
Telephone: _____ (Day) _____ (Evening)

THE SPONSORING ORGANIZATION ASSUMES full responsibility for any damages to Township equipment and property. Furthermore, the Sponsor will indemnify and hold harmless the Township from all personal liabilities that are caused by or due to any acts or omissions of the Sponsor and its members and guests. On behalf of the Sponsor, I acknowledge that I have read and understood the West Brandywine Township Meeting Room Policy and that I have the legal authority to sign on behalf of the Sponsor.

Authorized Agent's Signature/Date

Township Staff's Signature/Date

If you need to cancel your reservation, the Township Administration must be notified 24 hours in advance of the reservation date. If you have to cancel a reservation after hours, please call West Brandywine Township at 610-380-8200 and leave a message or email mammon@wbrandywine.org.



WEST BRANDYWINE TOWNSHIP MEETING ROOM USE POLICY

Community based groups, service clubs, and similar organizations may reserve a Township meeting room. Reservations will be on a first come, first served basis.

Rules governing the use of a West Brandywine Township meeting room shall include but not be limited to the following:

- 1. West Brandywine Township Boards' and Commissions' meetings will have precedence over any other use and such other use may be cancelled if a Township meeting must be scheduled.**
- 2. Groups may only use the rooms at the West Brandywine Township Administration Building Monday through Friday. The Building is closed Saturdays and Sundays.**
- 3. Smoking is prohibited in the West Brandywine Township Administration Building.**
- 4. Use of alcoholic beverages is prohibited.**
- 5. There shall be no serving of food or beverages.**
- 6. Each group or person using the facility shall be financially responsible for any damages caused to the property or contents.**
- 6. Township personnel shall not be responsible for arranging any room or for providing any furniture other than that already available in the room.**
- 7. Room use shall be for meetings only. No use, which in the judgment of the Township Manager could cause damage to the Township property or disruption of Township operations, shall be permitted.**
- 8. Groups using the meeting room shall be restricted to the area requested.**
- 9. The Meeting Rooms and public rest rooms shall be left as they were found including appropriate clean up and relocation of furniture to its original configuration.**
- 10. Groups shall not exceed the occupancy limit for any given area.**
- 11. If you need to cancel your reservation, the Township Administration must be notified 24 hours in advance of the reservation date. Fees will not be refunded if cancellations are made with less than 24 hours' notice. If a reservation needs to be cancelled after Township business hours, a representative of the group must leave a message on the Township's voicemail at 610-380-8200 at least 24 hours in advance.**
- 12. Use of Township technology equipment is prohibited.**

The use by an organization shall not imply that the staff and officials of West Brandywine Township, either directly or indirectly, believe in or subscribe to the philosophy of that organization.

**Completed registration forms must be returned with payment to:
West Brandywine Township, 198 Lafayette Road, West Brandywine, PA 19320.
Questions? Email mammon@wbrandywine.org or call 610-380-8200.**

HOLD HARMLESS

requests permission to use West Brandywine Township's premises

_____ and conduct activities thereon.

_____ does hereby agree to save, hold harmless, defend, and indemnify the Township and its officials, employees, and volunteers from any and all claims, demands, or causes of action heretofore or hereafter arising or relating to use of the Township's premises and our activities conducted thereon.

The undersigned does hereby knowingly, voluntarily, and willingly executes this release

as of this _____ day of _____, 20____.

Signature

Title

PLEASE HAVE YOUR SOLICITOR REVIEW ALL CONTRACTS YOU HAVE ENTERED INTO, PAYING PARTICULAR ATTENTION TO THE HOLD-HARMLESS AND INDEMNIFICATION AGREEMENT.