

for 610.388.6036

## PENNSBURY TOWNSHIP MUNICIPAL BUILDING MEETING ROOM USE POLICY

Community related groups and other government agencies may use the facilities when available. Priority for use of the rooms will be given to Township Boards, Commissions and service basis and finally to organizations based outside of the Township. The use by Township Boards and Commissions will have precedent over any other use and that other use would be subject to cancellation if a township meeting must be scheduled. All scheduling will be done through the office of the Township Manager. 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. The use by any organization shall not imply that Pennsbury Township, either directly or indirectly, believes in or subscribes to the philosophy of that organization.

Rules governing the use of the meeting rooms in the Municipal Building shall include but not be limited to the following:

1. Smoking is prohibited in the Municipal Building
2. Use of alcoholic beverages shall be prohibited.
3. There shall be no serving of food or beverages without prior approval of the Township Manager.
4. Each group/person using the facility shall be financially responsible for any damage caused to the property or contents.
5. Township personnel shall not be responsible for arranging any room or provide any furniture other than the already available in the room.
6. Room use shall be for meetings only.
7. The room shall be returned to the same condition as it was found including appropriate clean-up and restoration of chairs/tables to their original configuration.
8. Groups shall not exceed the occupancy load for any given area, as posted.

The Township Manager shall have the authority to promulgate additional rules and regulations.

*I have read and understand the rules and policies governing the use of Pennsbury Municipal Building and as the responsible agent accept both personally and for my organization full liability for compliance with them, including financial responsibility. Furthermore, on behalf of my organization I hereby release and hold harmless the Township of Pennsbury from any and all claims for damages or injury relating to the requested use except those that are directly caused by negligence on the part of the Township.*

Responsible Agent Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Print Name: \_\_\_\_\_

Application approved \_\_\_\_\_ Application Disapproved \_\_\_\_\_

Date: \_\_\_\_\_ By: \_\_\_\_\_

**APPLICATION FOR USE OF  
PENNSBURY TOWNSHIP  
MUNICIPAL BUILDING FACILITIES**

A. This request is for authorization to utilize the following: (circle one)

Meeting Room 1	Maximum Occupancy	23 persons
Meeting Room 2	Maximum Occupancy	20 persons
Harris Room	Maximum Occupancy	55 persons

B. Date \_\_\_\_\_ Time \_\_\_\_\_

C. Purpose of use: (describe function & estimate number of people)

\_\_\_\_\_  
\_\_\_\_\_

D. Name of organization \_\_\_\_\_

E. Address of organization \_\_\_\_\_

F. Responsible agent and address \_\_\_\_\_

Telephone number \_\_\_\_\_

G. Description of type and purpose of organization \_\_\_\_\_

H. Any special requests related to the use: \_\_\_\_\_

**NO REGULARLY SCHEDULED PERIODIC MEETINGS  
WILL BE SCHEDULED**