



LOWER MORELAND TOWNSHIP

APPLICATION FOR THE COMMUNITY ROOM



Located on the 2nd floor of the Huntingdon Valley Library
625 Red Lion Road, Huntingdon Valley, PA 19006

(Parking and access is from the lower level parking lot entrance of the Library)

APPLICATION DATE: _____

ORGANIZATION'S NAME: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

ADDRESS: _____

EMAIL: _____

DATE(S) NEEDED: _____

TIME(S) NEEDED: _____

ANTICIPATED ATTENDANCE: _____

Please provide a brief description informing the Township of your intended use for the Community Room

Tables and Chairs: The Community Room has 120 chairs and a limited number of tables. Set up and clearing are the applicant's responsibility.

Equipment: The facility has a P.A. system and retractable projection screen. All other equipment is to be provided by the user.

Hours: 8:00 a.m. to 10:00 p.m.

Fee Schedule: **Community Room (Non-Refundable)**
Resident - \$35.00 Non-resident - \$50.00
***Kitchen Fee \$50.00. Required if group intends on using.**

All applications are to be submitted to the Township Manager for review at **640 Red Lion Road, Huntingdon Valley, PA 19006**. If you have any question the phone number is 215-947-3100 and fax number is 215-947-3615.

Lower Moreland Township reserves the right to cancel any scheduled meetings or activities in the case of an emergency or for previous failure to comply with our instructions/regulations.

I have read and accepted the rules and regulations for the use of the Township facility and will be responsible to see they are carried out and adhered to.

Signature of Authorized Agent

Date



LOWER MORELAND TOWNSHIP COMMUNITY ROOM ATTENDANT INSTRUCTIONS AND REGULATIONS

PLEASE READ CAREFULLY

1. Keys for the Community Room can be picked up at the Township Administration Building during regular business hours. Keys will unlock doors on the lower level Library entrance and **at the top of the stairs.**
2. SMOKING is NOT permitted in the Community Room.
3. Alcoholic beverages of any kind are NOT permitted in the Community Room.
4. **Township facility will NOT be used for any parties such as birthdays, weddings, showers, etc., or as a place of worship.**
5. The facility shall not be used for any commercial activity of any kind.
6. Users may provide and operate their own film projectors or related equipment.
7. Paints, crayons, glues and other arts and crafts are not permitted in the Community Room.
8. If any emergency arises, call 911 or the Police non-emergency #215-947-3132.
9. If the kitchen is used, please make certain that the countertops are wiped down and nothing is left in the sink or refrigerator.
10. When using the restrooms, please make sure that only toilet paper is flushed down the toilet. Paper towels are to be thrown in the trash.
11. Make sure all trash is thrown in the receptacles provided. **Trash bags containing food waste of any kind must be removed to the outside dumpster upon leaving.**
12. The individual, group or organization is responsible and could be billed for any damage incurred while using the facility.
13. The facility shall be returned to its original arrangement and shall be given a general clean-up by the applicant. The Township is not responsible for lost, damaged or stolen articles.
14. Turn off all lights and secure all doors.
15. Lock lower level Library doors from outside of the building.
16. Return key to the Township Building and report any damage to the facility.

Your compliance with our regulations is appreciated.



LOWER MORELAND TOWNSHIP

RELEASE FORM

We the undersigned organization or group hereby agree to hold harmless and will indemnify and defend Lower Moreland Township and any of its elected officials, employees, agents, and other representatives of the Township from and against any liability by reason of any loss, damage, expense, actions, causes of actions, suits, claims or judgments resulting from the use or occupancy of the Community Room.

We agree that Lower Moreland Township shall have the right at its discretion to enforce established rules of conduct and/or terminate the undersigned organization or group's use of the Community Room for failure to follow the rules of conduct, or for actions or conduct detrimental to or incompatible with the welfare, comfort, harmony or interest of the Township as a whole.

We hereby grant Lower Moreland Township and any of its elected officials, employees, agents, and other representatives, full authority to take whatever action they consider warranted regarding the health and safety of the community, and we fully release all of them from any liability for such actions taken.

Organizations Name

Signature of Authorized Individual

Date

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