



Newtown Township Policy

Title: Township Meeting Room Rental

Policy: 2018-03	Replaces: New	Issue Date: 5/14/18
Section: Facilities	Distribution: All Employees	Effective Date: 5/15/18
Chapter:	Issued By: Suzanne Wolanin	Review Date: 5/15/19

Purpose:

The purpose of this policy is to establish a procedure for renting meeting room space to organizations outside of the Township staff, Township Boards & Associations/Committees whose activities directly affect Township residents.

Definitions:

Meeting Rooms – Community Room, Large Meeting Room, Combination of the Community Room and Large Meeting Rooms, first floor Conference Room and second Floor Conference Room.

Fee Schedule – List of fees associated with renting specific room space and any special requirements (audio visual) in the Township Building.

Security Deposit – Money that is due when the room rental fee is paid. This money will be held to cover any damages to the room, furniture and/or equipment. This money will be returned upon completion of a satisfactory inspection of the room following the event.

Policy:

It is the policy of the Newtown Township that any group that wishes to rent meeting space for meeting of civic, cultural or educational nature that is outside the scope of the Township staff, any Township Board or Associations/Committees must pay a rate of \$25 per hour with a minimum booking of two hours. There will also be a \$500 security deposit required.

The meeting rooms may not be used for private functions, social events, or to conduct business, including group or one-on-one client meetings. No organization, group, or individual sponsoring or participating in a meeting or event may charge for admission, registration, or

tuition; solicit donations or conduct fundraising; sell or advertise any products; or collect any information from attendees to be used for commercial purposes or fundraising.

The meeting rooms may not be used for religious services or political campaign meetings on behalf of a specific candidate. Religious or political groups may use meeting rooms for broader cultural, civic, informational, and educational presentations and activities other than religious services or political campaign meetings.

The Township does not endorse or advocate the views of any group using its meeting rooms. Any advertisement or announcement implying Township endorsement is prohibited. Complaints about the content of any program presented in a Township meeting room should be made directly to the sponsor.

Meeting rooms may not be scheduled or used for any activity that is illegal, unsafe, or interferes with the functioning of the Township.

Any individual or group holding a meeting in the Township Building must fully release and indemnify the Township and its officers, agents and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting or program.

Any fee waivers will be approved on a per case basis by the Township Manager. All fee waivers will require Community Service hours to be completed by the requesting group.

All meetings must begin before 7PM.

Procedures:

1. Organizations requesting use of any meeting room must submit a signed Room Rental Application form as far in advance as possible to the email address indicated on the application. Any special requirements should be indicated on the application.
2. The Application will be reviewed for room availability.
3. The applicant will be contacted to confirm the booking as well as given the fee and security deposit that is due.
4. All received payments will be given to Accounts Payable Clerk.
5. All applications and security deposits will be given to the Office Manager to file and track.

Responsibilities:

Office Manager – will confirm and track all requested Meeting Room Requests.

Accounts Payable Clerk – will process all reservation payments.