

**EAST BUFFALO TOWNSHIP
MUNICIPAL BUILDING COMMUNITY HALL
PUBLIC USE POLICY**

The East Buffalo Township Community Hall is for use by non-profit organizations and individuals for civic, educational, cultural and informational community meetings, programs and activities.

The Community Hall is available for public use when not being used for Township related activities. Township events and activities have priority at all times.

All meetings must be open to the public.

Use of the Community Hall must take place in a responsible manner, without undue cost to the Township.

Use of the Community Hall may not interfere with the orderly operation of the Township or other building occupants, including the impact an event may have on the availability of parking.

CAPACITY

- Community Hall Room A&B (room partition is open) – 229 person capacity
- Community Hall Room A (room partition is closed) – 130 person capacity
- Community Hall Room B (room partition is closed) – 96 person capacity.

No user shall exceed the room capacity specified.

AVAILABILITY

The Community Hall may be used from 7:30 AM to 10:00 PM, seven days a week.

EVENTS NOT PERMITTED

The following types of events are NOT permitted in the Community Hall:

- Private social events such as parties, reunions, receptions, graduations.
- Religious services or functions.
- Partisan political activities closed to the public.
- Programs involving the sale of a product or service on-site or promoting a product or service for future sale or financial gain.
- Fund raising events or solicitation of any kind, unless approved by the Board of Supervisors or their designee.
- Any activity that is illegal according to Local, State or Federal law.

NO ADMITTANCE FEES

No fees may be charged for admittance to meetings, unless the fee is approved by the Board of Supervisors or their designee.

RESERVATIONS

The Community Hall must be reserved.

Requests for reservations are taken on a first-come, first-served basis.

For events commencing outside of standard Township hours of operation, the individual listed on the application may be issued a key upon payment of a \$75 deposit. The key must be picked up and returned during normal business hours. The key holder must return the assigned key by the time agreed upon at the time of the reservation, generally within 48 hours. Any person who loses or fails to return a key to the Township shall forfeit the security deposit to provide for the re-keying of building locks. No key holder is permitted to duplicate keys.

Reservations may not be made more than three months in advance. Event sponsors may schedule for a single use or for multiple uses, subject to the approval of the Board of Supervisors or their designee.

All reservations must be made by completing and submitting an application to the Township no less than 14 days prior to the scheduled event. The application may be obtained by contacting the Township office.

No one under the age of 21 is permitted to reserve the Community Hall. Groups of children are welcome to use the Community Hall, but an adult must be present at all times to supervise members of any group who are younger than 17 years of age. Groups that have members under the age of 14 are to have one (1) adult to supervise every 10 members at all times. Groups that have members from age 14-17 are to have one (1) adult for every 15 members at all times.

Community Hall reservations are subject to weather, other unforeseen building closures and official township emergency use.

The Township reserves the right to determine the appropriate use of the Community Hall. Reservations may be subject to cancellation by the Board of Supervisors or their designee for any reason.

Applications may be denied at the discretion of the Township Board of Supervisors and/or the Township Manager, who may restrict or deny reservations for reasons that they believe to be in the best interest of the Township.

Use of the Community Hall for activities that are inconsistent with the established eligibility criteria may be terminated, and future requests for use may be denied.

The Township reserves the right to refuse or revoke permission to use the Community Hall if the proposed activities or use will endanger any property or person, interfere with other use of the facility or endanger the facility itself.

APPLICATIONS

All reservations must be made by completing and submitting an application in person to the Township no less than 14 days prior to the scheduled event.

The application may be obtained by contacting the Township office.

No one under the age of 21 is permitted to reserve the Community Hall.

Any loss or damage to the Community Hall, equipment or furniture is the responsibility of the individual listed on the application.

Set-up and take down time must be included when scheduling, and the actual start time of the activity must be indicated on the application.

Approval of the application must be confirmed before a group can expect the Community Hall for use.

Applicants will receive confirmation by email or phone, as indicated on the application as the preference method, to verify date, time and acceptance or denial of request.

Applicants who falsify information on the application will have use privileges revoked.

CANCELLATIONS

The Township reserves the right to cancel reservations without notice in the event of emergency, such as snow closings or unsafe conditions. If the Community Hall closure is due to an emergency, Township staff will make every attempt to reach the individual indicated on the application.

The Township reserves the right to cancel a reservation due to a conflict in Township activities that require the use of all or a portion of the Community Hall. Township programs take precedence over other activities. The Township will try to avoid such occurrences; however, in the event that a reservation must be cancelled, the Township will notify the individual who completed the application.

If an event is cancelled by the user, the Township must be notified as soon as possible. A 24 hour notice is preferable. If a group cancels more than two times in a six month period without notifying the Township, the group may lose the privilege to reserve the Community Hall.

PUBLICITY

Use of the Community Hall in no way constitutes an endorsement by the Township of the sponsor or its activities, policies or beliefs. Advertisements or announcements implying such endorsements are prohibited.

The name, address and/or phone number of the Township may NOT be used as the official address or phone number of an organization other than East Buffalo Township.

Groups are responsible for complying with the ADA (Americans with Disabilities Act) and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included in all publicity or notices.

RULES FOR USAGE

No attaching (e.g., pinning, taping, etc.) paper, props or decorations to doors, walls, ceiling, existing signs or other fixtures in the building.

No use of paints, chalk (excluding chalkboard use) or other art & craft making materials unless prior authorization is given by the Township.

No writing on floors, walls, tables, chairs or fixtures.

Smoking is prohibited on the East Buffalo Township Complex

The use of alcoholic beverages is strictly prohibited on the East Buffalo Township Complex. Under no circumstances should an intoxicated person be permitted on the premises.

The burning of candles is *strictly prohibited*. Any group that disregards this policy may lose their privilege of using the Community Hall, as well as be responsible for any damages that may incur due to their negligence.

No animals, with the exception of assistance animals, are permitted in the Township building.

All persons using the Community Hall shall be properly clothed, including shirts and shoes.

No loud music, amplification or activity that disturbs facility use or neighboring rooms.

The Township is unable to provide storage space for groups using the Community Hall. Therefore, the Township cannot store items for groups before a meeting and all property must be removed from the facility at the conclusion of the event.

KITCHEN

A kitchen is available with the use of Community Hall Room B or A&B.

The Community Hall kitchen can be used for food warm-ups, food storage during the meeting, and drink preparation.

All meals must be catered. When making your reservation, schedule adequate set-up and break-down time for caterers. Drop off catering must be delivered and picked up during the reservation period and the individual listed on the application must be present during set-up and break-down.

All kitchen supplies including coffee, condiments, paper goods, cups and other beverage and food service items are to be provided by the group using the kitchen.

The group is responsible for supplying all utensils and equipment and will be responsible for immediate clean-up of the Community Hall and the kitchen. All refuse from events serving food or drink must be removed from the building by the group at the completion of the event. Trash cans must be emptied, re-lined with plastic trash bags, and trash should be placed in the dumpster in back of the building. All recyclables must be placed in designated recycling bins.

The Township shall charge the group or organization if housekeeping or maintenance service is necessary. The minimum charge will be \$25. Additionally, failure to comply may result in the suspension of a group's Community Hall privileges.

KITCHEN FEE

All Community Hall users serving food or beverages are subject to a flat, single-use fee of \$25.

When reserving the Community Hall, users will be required to indicate if food or beverages are being served.

If a group serves food or beverages clearly different from the self-identified use on the application, the Township reserves the right to re-classify that group and assess the standard fee.

EQUIPMENT

The Township does not provide media equipment or computers for use in the Community Hall.

Wireless internet is available in the Community Hall; however, the Township is not responsible for any service issues that may occur (i.e. technical difficulties with server or interrupted services).

Audio visual/electronic equipment, cords, easels, etc. will not be provided and equipment currently existing in the Community Hall may not be used unless otherwise indicated by the Township.

Copiers, telephones, pencils, paper, etc., are not available for use by groups. Please bring all office supplies needed for the event.

SET-UP & CLEANING

Groups are expected to set up before the event and clean up following, returning chairs, tables and equipment to the proper storage areas. Township staff is not required to move Community Hall equipment, furniture or personal property for groups.

Groups are responsible for cleaning tables, picking up items from the floor, vacuuming visible debris if a vacuum is available, throwing away trash in provided receptacles and notifying the Township if any damage occurs.

It is the responsibility of the individual listed on the application to make sure that the facility is in the same condition as they found it. Any cleanup that is required will result in a minimum \$25 fee. A Community Hall Checklist is to be submitted to the Township at the end of the event.

ASSIGNMENT

The individual who completed the application must be present during the entire use of the Community Hall. He/she may not appoint another individual to supervise.

NON-DISCRIMINATION

During use of the Community Hall, the group shall not exclude any person from participation, deny anyone the benefits of or otherwise subject anyone to discrimination or harassment because of race,

color, sex, sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, or disability.

INDEMNIFICATION

The Township assumes no responsibility for loss or damage to the Community Hall user's possessions, equipment and materials; or those of individual attendees, employees or volunteers; nor for injury to any person as a result of, or in any way arising from, use of the facility.

Users agree to indemnify and hold harmless the Township against any and all claims, actions, or causes of action, whether relating to personal injury or loss or damage to any item that results from, or in any way arises out of, the use of Township facilities.

The Township is not responsible for theft or damage, nor will it provide storage space to Community Hall users.

LIABILITIES AND FEES

Groups using the Community Hall are responsible for maintaining order, for compensating the Township for damages to the premises, its fixtures, equipment or furnishings that occur during their use, and for the safekeeping of any private property brought into the facility.

Any loss or damages to property and/or equipment are the sole responsibility of the individual listed on the application. All repairs will be arranged by Township personnel with the cost being billed to the individual listed on the application.

The individual listed on the application may be charged additional fees if the Community Hall is not left clean or any damage occurs.

The individual listed on the application agrees to comply with all provisions of the Township policy, all provisions of the application form, and any other conditions required by the Township.

The individual listed on the application is personally responsible for compliance with all policies, will ensure the orderly conduct of all persons in attendance, admit to the facility only approved personnel, inform all users of the rules, and ensure their compliance with the rules.

Failure to adhere to this policy or any relevant City, State or Federal laws or regulations will result in future requests being denied upon the discretion of the Township.

**EAST BUFFALO TOWNSHIP
MUNICIPAL BUILDING COMMUNITY HALL
RESERVATION APPLICATION**

CONTACT INFORMATION

Name of Organization _____

Contact Person _____

Address _____

Phone Landline Cellular Phone _____ Landline Cellular

Email _____ Preferred Method of Contact Phone Email

EVENT

Title of Event _____

Description of Event _____

Date _____

Time

Set-Up Start
<input type="checkbox"/> AM <input type="checkbox"/> PM

Event Start
<input type="checkbox"/> AM <input type="checkbox"/> PM

Event End
<input type="checkbox"/> AM <input type="checkbox"/> PM

Clean-Up End
<input type="checkbox"/> AM <input type="checkbox"/> PM

ROOM REQUEST

	Room	Partition	Kitchen Available	Person Capacity
<input type="checkbox"/>	A & B	Open	Yes	229
<input type="checkbox"/>	A	Closed	No	130
<input type="checkbox"/>	B	Closed	Yes	96

Estimated Number of Attendees _____

KITCHEN

Will refreshments be served? Yes No

Will event be catered? Yes No

Name of caterer _____

KEY

Date of issue: _____

Return Date/Time: _____

Security Deposit: \$75

Any person who loses or fails to return a key to the Township shall forfeit the security deposit to provide for the re-keying of building locks. No key holder is permitted to duplicate keys.

AGREEMENT

With my signature below, I affirm that I have read and understand the East Buffalo Township Municipal Building Community Hall Public Use Policy.

I agree to comply with the above Policies and will cooperate in their implementation.

I understand that I will be held financially responsible for any damage incurred or excessive clean-up required as the result of my organization's use of the meeting room.

Signature

Date

EBT USE

Approved Yes No Reason not approved: _____

Date Notified _____

FEES

KITCHEN:

Use Fee: \$25

Date Received: _____

KEY:

Security Deposit: \$75

Key Returned: Yes No

Date Received: _____

Date Deposit Returned: _____