

LOWER PROVIDENCE TOWNSHIP

ADMINISTRATION BUILDING - AUDITORIUM USE POLICY

The purpose of the policy is to address the use of the Lower Providence Township auditorium by community-related groups and other government agencies. Use of the auditorium is restricted to Township-based organizations. Uses which, in the judgment of the Township Office, could cause damage to Township property or disruption of Township operations shall not be permitted. The Township reserves the right to refuse within its sole discretion a facility use request or application. The use of the auditorium by any organization shall not imply that Lower Providence Township, either directly or indirectly, endorses the viewpoints expressed by the organization. Any printed publicity must include the statement "This program is not sponsored by Lower Providence Township."

1. **Priority Scheduling**

Priority for use of the auditorium will be given to Township Boards, Commissions, Committees, and staff. Use by any other group is subject to cancellation in the event of a scheduling conflict. Furthermore, the Township reserves the right within its sole discretion to cancel any event or use.

2. **Restrictions**

- a. Smoking is prohibited in the Administration Building
- b. Use of alcoholic beverages is prohibited.
- c. There shall be no serving of food or beverages without prior approval from the Township Office.
- d. Groups may not charge an admission fee for any event held in the auditorium.
- e. Groups may not attach or affix any sign, banner or flyer to any wall, ceiling or other piece of Township property.
- f. No group may store any item on Township property without approval from the Township Office.
- g. Groups shall not exceed the posted occupancy load for any given area.
- h. The auditorium shall be returned to the same condition as it was found including appropriate cleanup, removal of trash, and restoration of chairs/tables to their original configuration.
- i. Township officials shall have the authority to promulgate additional restrictions and rules.

Group may not use the Township logo in promoting or advertising their meeting.

Group agrees to pay for any special maintenance or security required, as determined by the Township.

Group agrees to pay for damages to the meeting room resulting from meeting room use.

Long term reservations of the meeting room are not permitted. Rooms cannot be reserved for more than two weeks in a row for a given time slot.

It is the responsibility of the person signing as the Responsible Agent of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the Township facility.

3. Insurance Requirements

- a. Any group using the Township auditorium shall indemnify and hold harmless the Township, its officers, consultants, elected officials and employees from and against any loss, liability, or damage arising out of, as the result of, or in connection with the group’s use of the auditorium, including all costs of defending any claim arising as a result thereof.
- b. Unless waived by the Township liability insurance designating the Township as an additional insured in the amount of \$1 million shall be required. Proof of insurance must be provided to the Township at the time of application and in no event less than five days before the group’s use of the auditorium.

4. Equal Opportunity

All non-Township activities taking place in any Township facility must be open to all citizens, regardless of age, sex, race, religion, national origin or physical handicap. To the extent necessary, it shall be the responsibility of the group hosting the activity to provide any and all reasonable accommodations for persons with disabilities to the extent required by the Americans with Disabilities Act.

5. Scheduling Procedure

Any group seeking to use the Township auditorium shall complete the “Auditorium Use Application Form” (*attached*) and submit the form to the Township Office.

6. Auditorium Rental Rates

	Fee	Security Deposit
Resident/Resident Organization	\$125.00 (1st 3 hours) \$15.00/each additional hour	\$125.00

7. Waiver of Rental Fees

Township reserves the right to waive all or a portion of the rental fees and security deposit for individuals or organizations that provide a direct service to the Township or its residents. Requests for waiver of fees or security deposits must be submitted in writing prior to the event and shall be granted at the discretion of the Township Manager.

**LOWER PROVIDENCE TOWNSHIP
AUDITORIUM USE APPLICATION FORM**

Organization: _____

Address: _____

Contact Person:

Name **Address**

Phone **E-mail address**

Purpose of use:

Special request(s) related to use:

I have read and understand the policy governing the use of the Lower Providence Township Administration Building auditorium and, as the responsible agent for the organization accept full liability for compliance with the policy, including financial responsibility.

By signing below I hereby shall indemnify and hold harmless the Township, its officers, consultants, elected officials and employees from and against any loss, liability, or damage arising out of, as the result of, or in connection with the group's use of the auditorium, including all costs of defending any claim arising as a result thereof.

Responsible Agent Signature: _____

Print Name: _____

Date: _____