



Montgomery Township
1001 Stump Road
Montgomeryville, PA 18936
Phone: 215-393-6900
Fax: 215-855-6656

Request for Township Building Meeting Room Rental

Room rentals are reserved for Montgomery Township affiliated non-profit groups when the rooms are not being used for Township related activities. All groups who rent the facility need to adhere to the Montgomery Township Public Meeting Room Use Policy.

Please complete the following information and send the completed form to Charlotte Becker, Receptionist either in person, by email at cbecker@montgomerytp.org or by fax 215-855-6656.

The receptionist will check availability and send a confirmation to the contact person provided below. If the room is unavailable for the date requested, the contact person will be notified.

Please note if this is the first time you are renting a room, you will be asked for a certificate of insurance. Non-Profit Organizations will need to provide proof of their 501(c)(3) status.

NAME OF GROUP/ORGANIZATION: _____

DATE OF MEETING(S): _____

MEETING TIME: *Start time* _____ *End time* _____

ROOM REQUESTED:

- Community Room A
- Community Room B (kitchen available upon request)
- Township Meeting Room
- Employee Lounge

NUMBER OF ATTENDEES EXPECTED: _____

CONTACT NAME: _____

CONTACT ADDRESS: _____

CONTACT PHONE NUMBER: _____

CONTACT EMAIL ADDRESS: _____

DATE REQUESTED: _____

For Office Use Only:

Approved *Denied* *Reason (if Denied):* _____

Confirmation Sent: _____ *Certificate of Insurance* *501(c)(3) Proof*

MONTGOMERY TOWNSHIP

PUBLIC MEETING ROOM USE POLICY

The Public Meeting Rooms at the Montgomery Township Building (Public Meeting Room, Community Room A & B and Board Conference Room) are available for Public gatherings of Montgomery Township affiliated non-profit groups when the Rooms are not being used for Township related activities. Use of the Public Meeting Rooms must take place in a responsible manner, without interference to Township activities or operations.

Use

1. Public Meeting Room Hours: 5:00PM to 10:00 PM Monday through Friday; 9:00 AM to 10:00 PM Saturday and Sunday. All events must be concluded by 10PM regardless of the day.
2. Public Meeting Room usage is limited to Montgomery Township affiliated nonprofit groups only.
3. Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted. Applicants for such uses are encouraged to contact the Montgomery Township Community Recreation Center.
4. No one under the age of 21 is permitted to reserve the Public Meeting Rooms.
5. The Public Meeting Rooms are limited to the following maximum number of occupants:
 - a. Public Meeting Room – 148
 - b. Community Room A – 69
 - c. Community Room B - 69
6. Private social events such as family reunions or wedding receptions are not permitted. Applicants for such uses are encouraged to contact the Montgomery Township Community Recreation Center.
7. The Township reserves the right to review any and all applications and may require sufficient time to make proper investigation before granting approval.

Fees and Liabilities

1. The Township charges no fee for the use of the Public Meeting Rooms.
2. Group shall forfeit any future use of the Public Meeting Rooms if they cause damage to, or loss of Township property or the Room is not left in the condition in which it was found.
3. The Township is not liable for injuries to people or damage to property of organizations using the Public Meeting Rooms.

Guidelines for Public Meeting Room use

1. Use of the Public Meeting Rooms must be contained to the Room; the common areas are only to be used to enter and exit the building or access the public rest rooms.
2. Public Meeting Rooms must be left free of crumbs, waste etc. A vacuum cleaner and cleaning supplies are available.
3. Each group using a Public Meeting Room is responsible for setting up the Room and returning it to its original condition. Township staff will not set up or take down chairs or tables or supply more.

4. Use of Township owned audio/visual equipment is not permitted unless written approval is granted on the application.
5. The Township is unable to provide storage space for groups using the Public Meeting Room; therefore, any food, beverages or personal items left in the Room on the day following an event will be discarded.
6. Users must contact the Police Dispatcher at the conclusion of their event to ensure the building was properly locked. Failure to do so would result in a termination of any future reservations.

Reservations and Cancellations

1. An application for the use of the Public Meeting Room must be completed and signed by a representative the group, who must be a Montgomery Township resident, and approved by the Township before use of the Room begins.
2. Reservations for use of the Public Meeting Room must be made no less than two weeks in advance.
3. A maximum of two Meetings per month may be scheduled by an individual group unless special authorization is granted.
4. Request will be considered on a first-come, first-served basis. Township will begin taking reservations for the following year on November 1.
5. Applicants will receive a confirmation verifying date, time and acceptance or denial of request.
6. Township reserves the right to cancel prior Public Meeting Room reservations without notice in the event of an emergency.
7. Township should be notified as soon as possible if a Meeting scheduled for the Public Meeting Room has been canceled. Please call 215-393-6900 during regular business hours.