



# West Pikeland Township

1645 Art School Road | Chester Springs PA 19425  
westpikeland.com | 610-590-5300 | [office@westpikeland.com](mailto:office@westpikeland.com)

## APPLICATION FOR RESERVATION OF TOWNSHIP MEETING ROOM

Complete this form to reserve the Meeting Room. Visit us online at [westpikeland.com](http://westpikeland.com) to view our calendar for date availability. Meeting Room occupancy not to exceed 75 persons. Please be advised that submitting this form does not guarantee your reservation. Upon receipt of this form, the township will contact you regarding your reservation.

### Meeting Room Fees

\$100 per day

Checks payable to 'West Pikeland Township'

### Facility Use Rules

All applicants must accept responsibility for all terms and conditions as set forth in the West Pikeland Township Ordinance 2022-13, as well as any other regulations involving related permits and general use and understand that failure to abide by said rules and regulations may result in revocation of this permit. Facility Rules of Conduct available online.

### Submission Deadlines:

Individual applications must be received a minimum of ONE (1) week prior to the date of use

Large group applications must be received a minimum of SIXTY (60) days before the date of use

## APPLICANT CONTACT INFORMATION

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

## EVENT INFORMATION

Enter the starting and ending times and dates for your event. If it is a one-day event, use the same date in the starting and ending date fields. Please also include time for setting up and tearing down in your starting and ending times.

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Describe Use and attach any related additional information: \_\_\_\_\_



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Certificate of Liability Insurance attached

NOTE: This Application will not be approved until applicable fees are paid, proof of insurance if provided (if applicable) and fully executed in the space below.

- You may be required to furnish the Township with liability insurance naming the Township as co-insured in form and amount satisfactory to the Township
- You agree to indemnify and hold harmless the Township, its Board of Supervisors, agents, and employees against any and all claims, demands, litigation and reasonable attorney's fees, arising out of your use of the Township property including claims of any participants in the event any spectator or anyone else is present in the park.

I/We agree with the above - \_\_\_\_\_  
Signature of Applicant

### Office Use Only

Date Received: \_\_\_\_\_ Paid: \_\_\_\_\_

Security Deposit Paid: \_\_\_\_\_ Proof of Insurance: \_\_\_\_\_



# West Pikeland Township

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## Facility Rules of Conduct for Resolution 2022-13

*Rules and Regulations Allowing Use of the West Pikeland Township  
Meeting Room*

1. All groups and persons shall assume the risk of damage to the property or injury while West Pikeland Township (the "Township") facilities are in use. Any single event applicant shall provide a Certificate of Insurance for \$500,000.00 coverage to the Township prior to the grant of permission for any such use. Any event serving alcoholic beverages requires the Township be provided with a Certificate of Liability Insurance naming West Pikeland Township, its staff and elected officials as additional insured with a minimum of \$1,000,000 for liquor liability including bodily injury and property damage. Any event serving alcoholic beverages shall also show proof of all compliance with any permitting requirements of the Pennsylvania Liquor Control Board. In the case of multiple events Certificates of Insurance for General Liability Insurance of \$1,000,000; Workman's Compensation; and, if appropriate, Automotive Insurance in the amount of \$1,000,000.
2. All groups agree to indemnify and hold harmless the Township, its Board of Supervisors, agents, servants and employees against any and all claims, demands, litigation and reasonable attorney's fees, arising out of the use of the Township property including claims of any participants in events, any spectator or anyone else present.
3. The Township reserves the right to cancel any event permit for violation of any of the rules and regulations governing use of the Township facilities. The Township reserves the right, and authorizes its representatives, to remove anyone from the premises who is deemed by Township or applicant acting in a disorderly fashion.
4. License holder agrees that a representative of the Township may be on-site during any and all events.
5. Access: Keys can be furnished by the Township for the event with the understanding the key will be retained exclusively by the individual receiving the key. When the event ends the key-holder will assure that all doors are locked. Keys will be returned on the business day following the event (or last event of a series). The individual receiving the key shall be identified prior to receipt and may not delegate that responsibility without the written approval of the Township Manager.

6. The Township property and facilities may not be used for the sales of goods or services for a commercial purpose.
7. Responsibility: The person signing the application is responsible for the following:
  - a. Any adverse change in the condition of or damage to the facility.
  - b. Payment for the repair of any adverse change and all damage to building, furniture, walls, floors and/or any equipment owned by the Township occurring during the use.
  - c. Ensuring that the facility is clean and interior lights are turned off.
  - d. Costs for janitorial services required in the event of improper cleanup. The Township staff will perform an after event review of the facility on the next business day.
  - e. The building, grounds, and equipment must be left in clean and orderly condition.
  - f. If there is any breakage, theft or damage during the event, the licensee will be charged for the costs of the repairs or replacement. If payment for charges is not made, the applicant approves the Township's use of the Security Deposit to cover such costs.
8. Safety: Applicant will assure that all exits remain visible and clear of any obstruction and exit signs are visible during occupancy. Should Applicant be made aware of an exit sign not operating properly, it is to be reported promptly.
9. Food permitted by permission of Township Manager only.
10. No function shall exceed 75 persons in the Meeting Room.
11. Care of Building:
  - a. No nails, screws, scotch tape, wire, etc., may be used to place decorations, signs, or banners in any part or any wall of the facility without prior permission.
  - b. No painting or application of wall treatments or changes to the facility are allowed by licensees.
  - c. Trash/refuse shall be placed in plastic bags provided by the facility user and placed in the Township dumpster in the parking lot.
  - d. Thermostats are not to be readjusted.
12. The following activities and actions are prohibited:
  - a. Smoking anywhere on municipal grounds or buildings.
  - b. Use of alcoholic beverages without prior approval by the Township and the proper permits from the Pennsylvania Liquor Control Board, if necessary, and RAMP certifications required.
  - c. Storing of food anywhere in the facility.
  - d. Advocacy or performance of illegal or unlawful acts.

- e. Noise or other activity which interferes with the normal conduct of business in the building.
  - f. Fog machines, bubble machines, confetti and the throwing of rice, real and artificial petals and glitter.
  - g. Use of candles or open flames.
  - h. Additional amplification equipment is not permitted without Township consent.
  - i. Additional signage is not permitted without Township consent.
  - j. Flowers and plant containers containing water placed on any wood surface without protective under coverings.
  - k. No pets and/or animals inside West Pikeland Township buildings without Township consent other than service animals.
  - l. The Township reserves the right to review all advertisements and marketing programs prior to publication for events within Township-owned facilities. The Township's name, images, and logos may not be used in any marketing material without the written approval by the Township Manager.
13. Any person applying for use of the facility must be at least 21 years old.
14. The Township reserves the right to accept or reject any application for use and/ or to require the services of chaperons or off-duty police officers when deemed necessary. Licensee is responsible for any fees incurred.
15. Additional hours are at the discretion of Township representatives and must be arranged prior to event. No event is to extend past 11:00 p.m. Time extensions for the event after the 11:00 p.m. curfew are prohibited; however, quiet clean-up work may continue after the event.
16. Building and grounds must be vacated by all guests within 1/2 hour following end time listed on contract.
17. No bars or other liquid service stations will be set-up directly on floors without a waterproof covering under the bar and bartender area. Beer kegs and alcoholic beverage fountains are not permitted nor is self-service or service to minors. Bars will close 30 minutes prior to contracted end time of event. Licensee will be responsible for removing all unconsumed liquor at end of event from the premises.
18. Licensee may utilize lined parking areas at Township facility. Parking on grass or driveways is not permitted. ADA parking will be for only those with designated stickers. Unloading on the driveway between Art School Road and the parking lot is prohibited.
19. The Township reserves the right to make any such additional rules and regulations, as may be in the public interest.

CONTACT INFORMATION

Township Office: 610-590-5300

Non Emergency Police: 610-827-5007

Emergency: 911