

**WEST PIKELAND TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

RESOLUTION NO. 2022 - 13

**A RESOLUTION AMENDING RESOLUTION 2010-08-22
RULES AND REGULATIONS ALLOWING USE OF
THE WEST PIKELAND TOWNSHIP MUNICIPAL MEETING ROOM**

NOW, this 18th Day of April, 2022 the Board of Supervisors of West Pikeland Township, Chester County, Pennsylvania hereby resolves to amend Rules, Regulations and Procedures governing the use of the West Pikeland Township Yellow Springs Cultural Center and its associated facilities as follows:

USE REGULATIONS

1. The use of the Municipal Meeting Room shall be scheduled with the Township Secretary in the Municipal Office and shall be restricted to the following groups:
 - Official activities of West Pikeland Township, including public meetings and township-sponsored activities.
 - Facility Licensee of Theatre, Meeting Room, Green Room, Dressing Rooms, Lobby and Lobby Annex and their Sublicensees.
 - Officially recognized civic and neighborhood associations, groups or organizations serving developments within, or residents of, West Pikeland Township.
2. All group(s) and persons shall assume the risk of damage to the property or injury while West Pikeland Township facilities are in use. Any 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.
3. 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, Certificate 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.
4. Said group(s) shall follow all rules and instructions enumerated by West Pikeland Township regarding use of the facilities in the Facility Rules of Conduct for Resolution 2022-12.

APPLICATION AND APPROVAL PROCESS

1. An application to use the Municipal Meeting Room or any portion thereof may be granted only after a completed Application for Reservation is submitted to the Township and approved. All dates of use shall be scheduled through the Township Office. The permit shall include dates, location, admission costs, and a description of the event, contact name, email and phone number, estimate of attendees, and number of adults/minors. . Individuals with disability who are in need of special accommodations in order to complete said application may contact the Township for assistance. If the date and time requested are available, the application for use may be considered and if approved, the Township's official calendar will be marked accordingly with the name and time.

3. **Right to Deny Application:** The Township hereby reserves its right to deny any group access to use the facility whether membership in said group is comprised of Township residents or not, if the Township deems the proposed use to be inappropriate, or if said group desires to utilize the Township facilities solely for retail sales or profit making events for the benefit of a commercial or profit-making business venture. The use of Township facilities by authorized organizations who wish to use said facilities for purposes of fund raising or any other activity incidental to the non-profit goals of the organization or group must be prior approved to the event.

RULES OF USE

1. **Responsibility:** The person signing the application is responsible for the following:
 - Any adverse change in the condition of the facility.
 - Payment for all damage to building, furniture, walls, floors and/or any equipment owned by the Township occurring during the use.
 - Ensuring that the facility is clean (within 2 hours after conclusion of event) and interior lights are turned off (as instructed). The Township will provide trash bags, broom, tables, chairs, and use of Smart TV. The Board of Supervisors table is not to be used in any manner or circumstance.
 - Costs for janitorial services required because of improper cleanup of the facility.
 - Missing equipment, chairs or tables.
 - Return of any Facility keys, if applicable
 - ADA parking will be for only those with designated stickers
 - Parking will be only in designated spots, no parking on grass or driveway areas
2. **Access:** A Facility key may be obtained on the date of the use or as alternatively arranged by the Township Secretary.
3. **Occupancy Limits:** 75 persons in the Meeting Room.
4. **Care of Building:**
 - 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.
 - Trash/refuse shall be placed in plastic bags provided by the facility user and placed in the dumpster in the parking lot.
 - Thermostats are set and should not be readjusted.
5. **Use by Minors:** Any function involving use of the facility by minors shall be properly chaperoned by adults as approved by the Township. The Township based on the activity and number of individuals expected to attend shall determine the number of chaperones necessary for the function.
6. **Prohibited Activities:** The following activities and actions are prohibited:
 - Smoking
 - Use of alcoholic beverage without prior approval by the Township. If such use is requested, it shall be noted on the application provided to the Township.
 - Activities not in conformance with the application.
 - Advocacy or performance of illegal or unlawful acts.
 - Noise or other activity which interferes with the normal conduct of business in the building or adjacent structures.


- Fog machines, bubbles machines, confetti and the throwing of rice, artificial petals and glitter.
 - Use of candles or open flames.
 - Use of paint, thumbtacks, staples and tape on walls, ceilings, tables and chairs.
 - Additional amplification equipment is not permitted without written Township consent.
 - Additional signage is not permitted without written Township consent.
7. The Township reserves the right to review all advertisements prior to publication for events within Township-owned facilities.
- Fees: All groups except the Facility Licensee of Theatre, Meeting Room, Green Room, Dressing Rooms, Lobby and Lobby Annex and their Sublicensees will pay a non-refundable rental fee of \$50 per hour for the Meeting Room.
 - The Facility Licensee of Theatre, Meeting Room, Green Room, Dressing Rooms, Lobby and Lobby Annex fees will be determined by Facility License Agreement as approved by the Board of Supervisors.
 - The Board of Supervisors may waive fee requirements for non-profit organization activities, such as but not limited to use by officially recognized civic and neighborhood associations. Fees are waived for official activities of West Pikeland Township, including public meetings and Township-sponsored activities.
13. On the initial day of rental, the Township will open the facility, conduct a tour, point out existing damage, explain emergency procedures, and answer questions.
14. On the day following the rental, the Township will document any damage. All groups renting the facilities agree to pay for damages incurred during their rental.
15. Security Deposit: All groups shall pay a security deposit of \$100 to ensure that the facility is maintained in a proper manner. The Township reserves the sole right to waive any security deposit. The security deposit shall be returned to the organization after use of the Meeting Room, minus any costs incurred.
16. Indemnification: All parties shall indemnify and hold harmless West Pikeland Township, its officials, agents and representatives, by completion of appropriate facility reservation forms.
17. Reservation of Rights: Township reserves the right to reject or revoke any application or amend these rules at any time.

NOW, THEREFORE BE IT RESOLVED, the Board of Supervisors of West Pikeland Township hereby resolves as follows:

1. Resolution 2010-08-22 enacted July 19, 2010, establishing rules and regulations allowing use of the West Pikeland Township Yellow Springs Cultural Center Theatre and Associated Facilities is hereby amended in accordance with the aforementioned provisions of this Resolution.
2. The amendment Resolution 2022-13 shall be effective 18th April, 2022.

ENACTED AND ORDAINED this 18th day April, 2022.

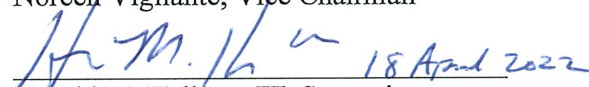
Attest


Melissa Geoghegan
Twp. Secretary

Board of Supervisors of West Pikeland Township


Carin Mifsud, Chairman


Noreen Vigilante, Vice Chairman

 18 April 2022
Harold M. Hallman III, Supervisor


Richard Bright, Jr., Supervisor

Steven Costa, Supervisor