

Borough of Hatfield Community Room

Request for Use Form

(Applicant Name) *(Approx. No. adults)* *(Approx. No. children)*

(Applicant/Organization Mailing Address)

(Provide brief description of Event: i.e. – (We are a local organization hosting a training seminar)

Telephone (day)

Telephone (evening)

Email Address

Date and Time requested: _____

Proof of Residency

PA Drivers License/ID Number

Chairs & Tables Provided
Community Room Maximum Policy Limits: 21

The room may be reserved in four hour increments, up to two increments maximum. Each increment INCLUDES set up and clean-up.

ROOM FEE IS NON-TRANSFERABLE.
ALL FEES MUST BE IN CASH.

Fee Schedule:

Resident Use Fee (per 4 hour increment) - Deposit- \$100.00
Deposit May Be Waived By Borough Council or Borough Management

Must show proof of residency.

Community Room may have only one (1) applicant per day and may be rented in four hour increments, up to two (2) increments maximum between the hours of 8:00 AM and 9:00 PM. Event must be concluded and room vacated by 9:00 PM. Rentals exclude holidays and extended holiday weekends when the Borough Building is closed.

BOROUGH OF HATFIELD
Borough of Hatfield Community Room Use Policy

Hatfield Borough's Community Room is available to members of the Hatfield Borough Community for not-for-profit activities appropriate to the facilities size and amenities. Examples of acceptable uses of the facilities include registration for community recreation programs, training lectures, community association meetings and other similar activities.

Written reservations are required to use the Community Room. The request application consists of 3 pages, all of which shall be completed in full by an adult (an individual age 21 or older) member of the organization seeking use of the Community Room and submitted to Hatfield Borough with the appropriate fees:

Policy governing the use of the Community Room includes the following:

1. Profit-making enterprises, which benefit private parties or any one individual, may not occur during use of the Community Room.
2. It is the responsibility of the Use Group to be aware of and abide by occupancy limits governing the room or rooms utilized by the Use Group. This information is part of the Community Room Request for Use Form.
3. It is the responsibility of the Use Group to be aware of and abide by adult-children ratio requirements governing the use of the room. This information is part of the "Liability/Waiver Release Form."
4. The room may be reserved between the hours of 8:00 AM until 9:00 PM daily, EXCLUDING holidays and extended holiday weekends when the Borough Building is closed.
5. Reservations to use the room repeatedly for regularly occurring functions will be considered on a case-by-case basis and are subject to review quarterly.
6. Hatfield Borough reserves the right not to accommodate reservation requests submitted less than 5 working days in advance of the intended use date. Hatfield Borough shall, in its sole discretion, approve or deny use applications.
7. All reservation requests will be processed in the order in which they are received.
8. Completion of the Liability/Waiver Release Form is a condition of use of the Facility. No Use Group will be permitted to use the Facility unless Hatfield Borough has received a signed Liability/Waiver Release Form.
9. Failure to vacate the room before 9:00 PM will result in the loss of your deposit.

Hatfield Borough reserves the right to terminate this arrangement or deny reservation dates at its discretion. Reasons can include Borough need for the space or misuse of the premises by the organization. Organizations reserving the room may not create scheduling monopolies (i.e. continuously reserving the room for multiple nights per week for an extended period of time). The community room is designed for the entire community to reserve and utilize not just a select few groups or organizations. When scheduling conflicts occur, the Borough will make every effort to notify the organization 24 hours in advance of the anticipated use, and the Borough shall not be responsible for any inconvenience upon providing notice.

I have read and understand the information on the Community Room Use Policy (above).

Signature _____

Date _____

Print Name _____

Title Organization _____

Applicant Guidelines

AS THE APPLICANT, I HAVE...

- Read the below information about facility use and take responsibility for the actions of my group during our time of use.
- Agreed that I take responsibility for any damages that occur as a result of misuse of the premises during our time of use.
- Acknowledged photo identification must be presented with completed application and fees.

COMMUNITY ROOM RULES. AS THE APPLICANT, I WILL...

- **Be present during the duration of the event.**
- Be held personally responsible for obtaining the key card and returning it to the drop box in the Community Room; Failure to return the key card will result in the forfeiture of your security deposit.
- Complete the Community Room Pre-Event Check List **prior** to my use and return with the key card, which will help ensure the return of my security deposit.
- Return room and contents to order as arranged with Borough.
- Not permit smoking, alcohol or drug use on the premises. This includes both inside the building and outside on the Municipal Grounds.
- Turn off all interior lights upon departure. Note: restroom and lobby lights are motion sensitive and the room has security lighting that will remain on in the “off” position.
- Enter and exit by the front entrance door.
- Not use anything that emits smoke or fog, including, but not limited to incense burners, fog machines or candles.
- Leave behind no wrappers from food, food refuse, or trash that creates odors, nor any stains on the floor.
- Do not tape anything to the walls or doors.
- Limit our access only to community room, restrooms, and water fountain area. This reservation does not include the outside gazebo or grounds.
- Ensure loading or unloading of vehicles shall strictly be from the front parking lot only.
- Check that entry door is locked from the outside upon departure.
- **Not tamper with any doors, locks or windows.**

AS THE APPLICANT, I UNDERSTAND...

- **The room is reserved in four hour increments, up to two (2) maximum per day which INCLUDES set up and clean up.**
- Please refer to instructions on the wall in the Community Room for temperature control.
- ***The entire facility is monitored by security cameras.***
- During weather related events, the Hatfield Borough Public Works Department may not be available to address maintenance issues regarding the Facility. The applicant will assume responsibility for accessibility into the Facility Room for their scheduled event.
- Facility Events are subject to random inspection by Township Police and/or Borough Staff.
- **Failure to comply with Community Room Rules will result in forfeiture of your deposit.**

