

NORTH WALES BOROUGH ADMINISTRATION BUILDING  
REQUEST FOR USE OF COMMUNITY ROOM

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(Organization Name) (Approx. No. Adults) (Approx. No. Children)

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Organization Mailing Address) (If none, provide mailing address of designated contact person)

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(Please enter brief description. Ex.: Meeting for North Wales Little League / birthday party

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(Contact Name) (Title w/in organization) (Telephone (day) (eve)

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Day(s), Date(s) and Time(s): \_\_\_\_\_

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MAXIMUM CAPACITY SHALL NOT EXCEED 100 PEOPLE AT ANY ONE TIME

As head of organization, I have read the below information about facility use and take responsibility for the actions of fellow organization members during our time of use. Additionally, I take responsibility for any damages that occur as a result of misuse of the premises during our time of use.

- We will pre-arrange with North Wales Borough a procedure to access building.
- We will return room and contents to order as arranged with Borough.
- We will not permit smoking or alcohol or drug use on the premises
- We will turn off all interior lights upon departure. Note: room has security lighting that will remain on.
- We will enter and exit by the entrance door on the School Street side of the building.
- We will check that door is locked from the outside.
- We will leave behind no wrappers from food, food refuse, or trash that creates odors.
- Temperature is controlled. We will not alter.
- We will return keys if obtained to enter the building to the police department, or to the arranged return site.
- We will limit our access to the meeting space, restrooms and water fountain area.
- We will not occupy the Council meeting room or any office space or use office equipment.
- We will close and lock all windows.

\_\_\_\_\_  
(Signature, Organization top officer)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Please print name, organization title and contact phone (date & evening))

North Wales Borough reserves the right to terminate this arrangement or deny certain dates for any reason. Reasons can include Borough need for the space or misuse of the premises by the organization. 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 damages upon providing notice.

**Note: This form, with Borough approval signature, must be received before scheduling activities at the community room.**

\_\_\_\_\_  
Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

The Borough reserves the right to terminate any use privileges if any group abuses the procedures, and rules and regulations, causes damage to Borough property or creates a serious inconvenience or nuisance for the Borough in scheduling matters or otherwise...the Borough will endeavor to be reasonable, fair and flexible in scheduling events and meetings but reserves unto itself sole discretion and authority in finalizing all schedules.

HOLD HARMLESS AGREEMENT

I/We, \_\_\_\_\_, while using \_\_\_\_\_  
\_\_\_\_\_ on \_\_\_\_\_ between \_\_\_\_\_ AM and \_\_\_\_\_ PM for \_\_\_\_\_  
\_\_\_\_\_ agree to indemnify and  
save harmless the Borough of North Wales, its agents and  
employees, officers and directors from and against any and all  
loss (including costs and attorney's fees), damages, expenses and  
liability (including statutory liability and liability under  
workers compensation laws) in connection with claims for damages  
as a result of injury or death of any person or property damages  
(including loss of use thereof) or loss which may arise from or  
in any manner grow out of any act of commission or omission on or  
about Borough property in connection with the above mentioned  
activity by the sponsor, co-sponsors, partners, agents,  
employees, customers, invites, vendors, contractors and  
subcontractors.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address / Phone No.

Dated: \_\_\_\_\_

**For Youth Groups:** Please provide evidence that adult supervision at a ratio of at least 1 (one) adult per every 10 youth will be maintained during your organization's use of this facility by attaching a list of the names of the adults in charge.

I am aware of the adult supervision requirement and have submitted the necessary information.

\_\_\_\_\_  
(Signed)

## NORTH WALES BOROUGH COMMUNITY ROOM USE POLICY

North Wales Borough's Community Room is available to the public for not-for-profit activities appropriate to its size and amenities. Examples of acceptable uses of the facility include: registration for community recreation programs, training lectures, baby showers and other similar activities.

Written reservations are required to use the Community Room. The reservation packet consists of the following, 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 (Use Group) and submitted to North Wales Borough. A security deposit of \$50.00 will be required for purely social events organized by an individual or private, business or commercial sponsor. The following fees will apply for purely social events:

Room A	\$20.00 per hour	Rooms B/C	\$30.00 per hour
Room B	\$15.00 per hour	Rooms A/B/C	\$50.00 per hour \$30.00 each additional hour
Room C	\$15.00 per hour	Rooms A/B	\$30.00 per hour

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

1. Use Group shall be associated with North Wales Borough. Examples of association include members that reside in North Wales Borough and the fact that North Wales Borough residents benefit from the services provided by the Use Group.'
2. Profit-making enterprises which benefit private parties or any one individual may not occur during use of the Community Room.
3. It is the responsibility of the User 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.
4. It is the responsibility of the Use Group to be aware of and abide by adult-children ration requirements governing use of the room. This information is part of the "Liability/Waiver Release" form.
5. A security deposit of \$50 must be submitted as part of the reservation process, if applicable. The deposit is refundable after use provided the Use Group has adhered to the policy and the rules and regulations of use.

6. 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.
7. North Wales Borough shall, in its sole discretion, approve or deny use applications.
8. North Wales Borough reserves the right not to accommodate reservation requests submitted less than 5 working days in advance of the intended use date.
9. All reservation requests will be processed in the order in which they are received.
10. Completion of the Liability/Waiver Release Form is a condition of use of the Community Room. No Use Group will be permitted to use the Community Room unless North Wales Borough has received a signed Liability/Waiver Release Form.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_