



DOYLESTOWN TOWNSHIP COMMUNITY MEETING ROOM APPLICATION

In order to cover the set-up and take-down expenses associated with making this room available to you; the Board of Supervisors has instituted a **\$300 (Full Day)**, **\$150 (4-hours or less)** which is due along with this completed application. Please make your checks payable to **Doylestown Township**. In addition to the rental fee a **separate \$100 Security Deposit Check** is required.

Please also note that non-profit, community and government groups have priority in accessing the rental of this room.

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

ADDRESS: _____

TELEPHONE: _____

PURPOSE OF MEETING: _____

DATE REQUESTED TO USE MEETING ROOM: _____

TIME REQUESTED TO USE MEETING ROOM: _____

PLEASE LIST TWO ALTERNATE DATES: _____

ROOM SET UP: Chairs _____ Tables _____ LAYOUT: Meeting Style (chairs only) U-Shaped (tables & chairs)
Classroom (tables & chairs)

ROOM OCCUPANCY: Standing 190 / Seated 145 / Tables & Chairs 65 (122 chairs and 6 tables available)

TOWNSHIP APPROVAL: _____ DATE: _____

NOTE: THE FOLLOWING RULES AND PROCEDURES MUST BE FOLLOWED WHEN USING THE TOWNSHIP'S MEETING ROOM:

- Front door locks will be set automatically, they will unlock 15 minutes prior to rental time, unless otherwise requested and lock 1 hour after start to prevent unauthorized entrance to the building.
- Under no circumstances is the building to be unattended at any time while doors are unlocked.
- You may provide refreshments to your group, however, there may be an additional fee and you must clean up any and all trash generated.
- No alcoholic beverages are permitted on Township property at any time.
- You may not utilize the Township's sound system or laptop.
- Please do not allow your group to wander about the building; children must be under adult supervision at all times.
- Service animals only are permitted in building.
- The use of the room is intended for **non-partisan purposes**.
- **In case of Emergency Dial 911.**

DOYLESTOWN TOWNSHIP MEETINGS WILL HAVE PRIORITY OVER RESIDENT/NONRESIDENT GROUP MEETINGS SCHEDULED.