



DOYLESTOWN TOWNSHIP 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 \$150 (Full Day), \$50 (4-hours or less) which is due along with this completed application. Please make your checks payable to Doylestown Township or pay with Master Card or Discover Card (2.45% convenience fee)

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

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE: _____

PURPOSE OF MEETING: _____

DATE REQUESTED TO USE MEETING ROOM: _____

TIME REQUESTED TO USE MEETING ROOM: _____

PLEASE LIST TWO ALTERNATE DATES: _____

TOWNSHIP APPROVAL: _____ **DATE:** _____

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

- The Meeting Room doors will be locked. Please plan to arrive in advance. Use the telephone in the police department entrance to call 348-4200 for an officer on duty, who will come to the building and unlock the doors.
- You must again notify the police when you are ready to leave the building. Under no circumstances is the building to be unattended at any time.
- You may provide refreshments to your group. However, 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.
- Please do not allow your group to wander about the building.
- The use of the room is intended for non-partisan purposes.
- **For your safety there is a 911 Emergency ONLY button located on the right side of the Board table. Please refrain from pushing the button unless there is a true 911 Emergency.**

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