



## 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.

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.**