



**WEST WHITELAND TOWNSHIP
MEETING ROOM RENTAL POLICIES**

<https://pa-westwhiteland.civicplus.com/Facilities/Facility/Details/Township-Building-27>

To request a meeting room reservation, please use the “Request Reservation” button on the facility’s web page. Request must be approved and paid in full before the use date.

West Whiteland residents and Township-based groups or organizations performing educational, recreational, cultural, community or charitable services or charitable activities may reserve a Township meeting room. Reservations are on a “first come, first served” basis.

There are two meeting rooms available for reservation (both are handicapped accessible with restrooms available):

- Township Building Community Room (capacity 30) and Main Meeting Room (capacity 100)
- The rooms are not available on election days or government holidays.
- May be reserved for occasional use; in order to maintain availability to the community as a whole, the meeting rooms are not meant for regularly occurring (e.g., weekly/monthly) meetings.
- As the Township building is a trailhead for the Chester Valley Trail, trail users may need to access the restrooms via the Community Room.
- Reservations for either room do not include use of the audio/visual system. Township can supply a portable screen upon request; renter must supply all other equipment (projector, microphone, etc.).
- No food is allowed in the meeting rooms. Facilities are not available on the premises for meal breaks.

A “use period” is defined as a four (4)-hour period between the hours of 8:00 a.m. and 11:00 p.m., any day of the week.

Group Type:

- TYPE 1: Non-profit (501c3) organizations chartered in WWT or 50% WWT membership; government agencies; Township residents for private use
- TYPE 2: Non-profits not based in WWT
- TYPE 3: Non-residents – individuals, groups, businesses, athletic leagues serving primarily non-residents (Rooms are not available for rental to these groups.)

Fees

	Type 1	Type 2	Type 3
Community Room	No charge	\$50	N/A
Township Main Meeting Room	No charge	\$100	N/A
Special Requests for Room Set-Up*	\$50/hour		

MEETING ROOM SET-UP

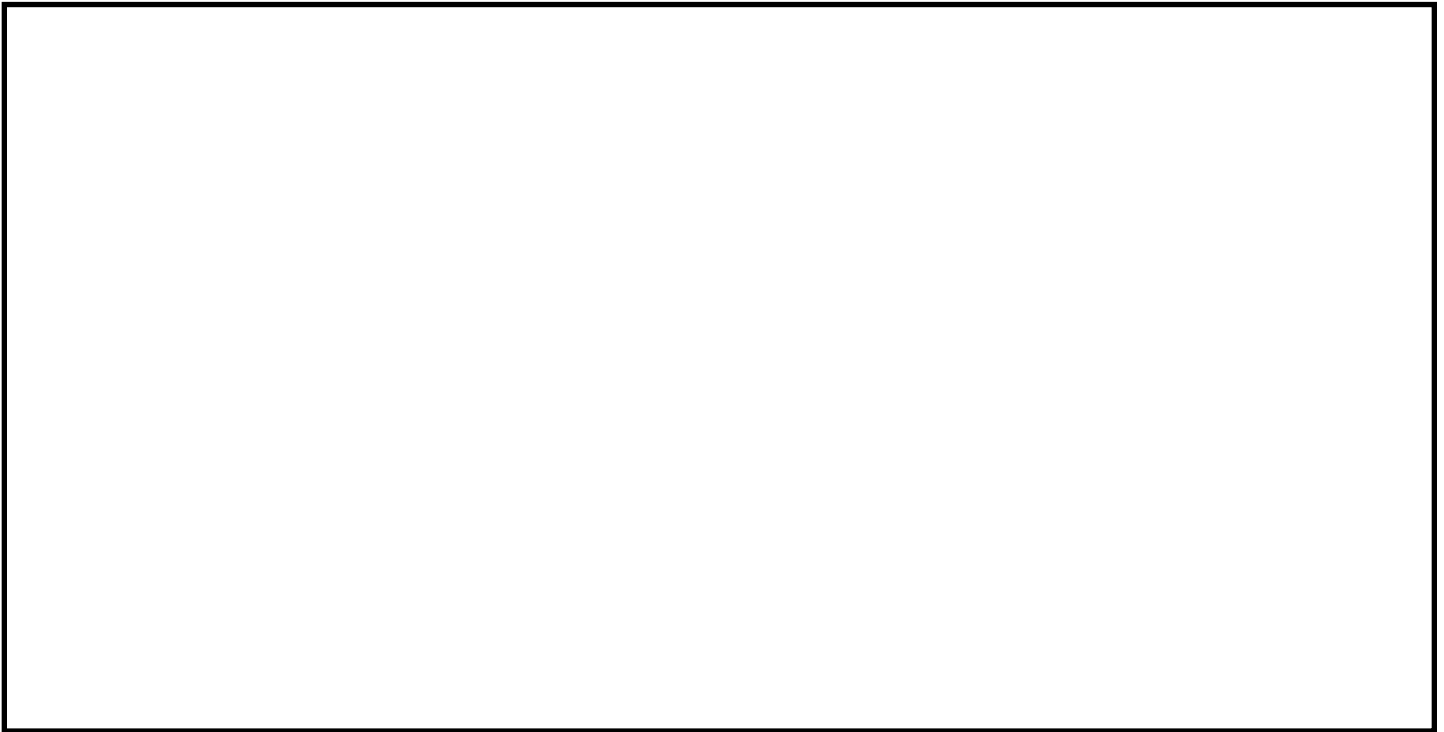
Reservations are for rooms in “as-is” condition. You may not move any furniture or electronic devices in the room without prior written permission from a Township representative.

If you require any special set-up, please describe your needs below or provide a sketch of your preferences.

Number of tables: _____ **Number of chairs:** _____

Special needs: _____

* Please plan to use the room “as-is” in its standard configuration. If you would like to request minor changes to the set-up, please draw below or attach a diagram of the room set up as you would like it.



FURNITURE IS NOT TO BE MOVED by renter.

If you have questions or concerns on the day of your rental, please contact Ed Culp at 610-633-6657.

Room Agreement

An individual or group using any room without an approved permit application is trespassing and will be removed and/or prosecuted at the discretion of the Township.

- Permit applications shall be accompanied by the signed Facility Use Waiver and, if required by the Township, a certificate of insurance.
- The permit is for use of only the room reserved. The permit does not grant the user group the right to use the entire facility, or any undesignated portion thereof.
- Issuance of a permit implies no contractual obligation or relationship between the user group and the Township. The Township reserves the right to revoke a permit at any time if it is deemed in the best interest of the Township, and will return in full any fee collected. The Township may revoke a permit at any time, if in the Township's opinion, the user group violates this policy or the use is fraudulent or illegal.

Rules

Rules governing the use of a West Whiteland Township facility shall include, but not be limited to, the following:

1. West Whiteland Township Boards' and Commissions' meetings will have precedence over any other use. Such other use may be cancelled if a Township meeting must be scheduled.
2. Smoking is prohibited in all West Whiteland Township buildings.
3. Possession of alcoholic beverages on Township property is prohibited.
4. There shall be no serving of food or beverages without prior written approval of the Township.
5. Each group or person using the facility shall be financially responsible for any damages caused to the property or contents caused by the members of the user group, persons under its direction and control, or its invitees.
6. Room use shall be for meeting only. No use which in the judgment of the Township Manager could cause damage to the Township property or disruption of Township operations, shall be permitted.
7. The meeting rooms and public rest rooms shall be left as they were found, including appropriate clean-up and relocation of furniture to its original configuration.
8. Groups shall not exceed the occupancy limit for any given area.
9. To cancel a reservation, you must notify Township Administration 24 hours in advance of the reservation date. If a reservation needs to be cancelled during a weekend, a representative of the group must notify the Township's Facilities Superintendent at 610-633-6657. Fees will not be refunded if cancellations are made with less than 24 hours' notice, but you may reschedule for a different date at no additional cost.

User Group Responsibilities

1. Determine if the space is safe for the intended use.
2. Monitor conduct and behavior of group members, guests, and invitees.
3. Enforce facility rules among group members, guests and invitees.

Disclaimer

The use by an organization shall not imply that the staff and officials of West Whiteland Township, either directly or indirectly, believe in or subscribe to the philosophy of that organization.

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