

Resolution 2021 - 20

**Resolution of the Bethel Township Board of Supervisors, Berks County, Pennsylvania
establishing rules, regulations and fees for use of the Township meeting room**

WHEREAS Bethel Township Berks County Pa (the Township) receives requests for use of the municipal meeting room from time to time; and,

WHEREAS, the Township Board of Supervisors believes it in the best interests of the Township to set policies and procedures governing the use of the Meeting Room;

NOW THEREFORE, the Bethel Township Board of Supervisors in lawful session duly convened hereby resolves as follows:

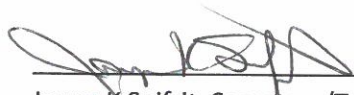
1. Use of the Meeting Room shall be limited to uses and activities which the Supervisors in their sole and absolute discretion believe are: a) consistent with the dignity and purpose of a public building; b) further a public or community purpose; c) are not primarily in furtherance of private commercial interests; d) do not expose the public or the community to any illegal or immoral activity, group of program; and e) promote the health, safety and general welfare of the community. Since there is no requirement that the Supervisors make the Meeting Room available and do so as a means of benefiting and furthering the public and community interests of the Township, the judgment and discretion of the Supervisors in making this determination and in agreeing to or declining to permit use are and shall be final.
2. No use of the Meeting Room shall take place unless a written application is submitted in advance and is reviewed and approved by the supervisors or their designate.
3. Applications to use the Meeting Room shall be made in writing on forms prescribed by the Supervisors from time to time and shall be submitted to the Township Secretary. All applications shall contain all information requested and any application that omits any requested information shall be deemed incomplete and shall not be acted upon. By submitting an application, an individual is certifying to the Township that he/she is expressly acting on behalf of and with the full legal authority of the Organization and has the power and authority to legally bind the organization.
4. There shall be NO smoking either within or closer than 25 feet to the Meeting Room.
5. There shall be NO Alcoholic beverages permitted.
6. Except in unusual circumstances and then only with express advance approval, there shall be NO food or drink (except water) in the Meeting Room at any time.
7. The Supervisors are authorized to adopt regulations and guidelines at any time and from time to time and any such guidelines shall be made available to applicants upon request. When adopted by the Supervisors such regulations and guidelines shall have the force and effect of law and may be enforced with the same effect as if adopted by this resolution.

8. The Supervisors shall set fees and reimbursement for expenses for use of the Meeting Room which they may change at any time in their discretion. All fees are nonrefundable whether or not the Meeting Room is actually used. The Supervisors may but are not obligated to waive any fees in their sole discretion.

9. Any violations of this Resolution, and any additional regulations or guidelines, and any failure to pay any required fee can disqualify an individual and/or organization from any future use of the Meeting Room.

Resolved at the Bethel Township Board of Supervisors in lawful session duly convened this 4th day of January, 2021 A.D.

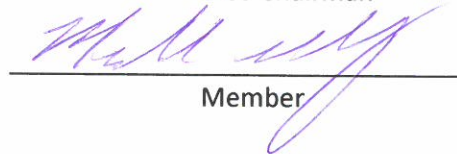
Attest:


Jayne K Seifrit, Secretary/Treasurer

Bethel Township Board of Supervisors


Chairman


Vice Chairman


Member

FEE - \$25.00

Bethel Township Meeting Room Use Application

Date of Application _____

Name and address of organization requesting the use of meeting room

Purpose of meeting

Date desired use _____

The beginning time _____ ending time _____
Please figure in the setting up and tearing down time

Name, address, contact information and position in the organization of person submitting application

Agreement of Organization/User

We, the undersigned organization and individual, intending to be legally bound hereby, do agree to strictly comply with the rules and regulations of the Township of Bethel governing the use of the Meeting Room and agree to assume full responsibility for any injury to or loss of Township property or to the personal property of anyone on the Township premises occasioned by such use of the building and the permission herein granted and do further agree to hold the Township harmless from any loss or expense resulting from such use and do make the same good (including attorney fees) without expense to the Township.

Proof of general liability insurance must accompany this application. Minimum coverage of \$500,000.00 per occurrence, bodily injury, and property damage insurance in the amount of \$50,000.00 per occurrence is required when using Bethel Township's Meeting Room. Bethel Township shall be named as additional insured in the policy.

By signing below I (we) agree to the above and the undersigned hereby certifies that he/she has the full right power and authority to act on behalf of and legally bound the organization to all the terms and conditions applicable to the use of the Bethel Township Meeting Room.

Signature of person submitting application

Date

Township Approval

Approved by: _____

Date: _____

RULES AND REGULATIONS FOR USE OF MEETING ROOM

1. Use of the Meeting Room shall be limited to uses and activities which the Supervisors in their sole and absolute discretion believe are: a) consistent with the dignity and purpose of a public building; b) further a public or community purpose; c) are not primarily in furtherance of private commercial interests; d) do not expose the public or the community to any illegal or immoral activity, group of program; and e) promote the health, safety and general welfare of the community. Since there is no requirement that the Supervisors make the Meeting Room available and do so as a means of benefiting and furthering the public and community interests of the Township, the judgment and discretion of the Supervisors in making these determination and in agreeing to or declining to permit use are and shall be final.
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9. Any violations of these rules and regulations, and any additional regulations or guidelines, and any failure to pay any required fee can disqualify an individual and/or organization from any future use of the Meeting Room.

CHECKLIST TO FOLLOW WHEN LEAVING ROOM

- _____ All tables, chairs and counter tops have been cleaned.
- _____ Tables and chairs have been returned to position in which they were found.
- _____ All extra chairs have been returned to their original place of storage.
- _____ All meeting room lights have been turned off
- _____ All doors are securely locked
- _____ Key placed on counter just inside outside front door.

The Board of Supervisors reserves the right to add to, delete, or change these guidelines at any time without notice and any such changes shall become effective upon adoption,

As the person responsible for the meeting room and by signing below, I understand that I am responsible for the condition of the room when we leave. Failure to abide by any of the rules for the use of the room can result in loss of use of the room and/or payment for damages.

Signed

Print Name

Date