

**WORCESTER TOWNSHIP**  
**MUNICIPAL BUILDING USE APPLICATION**

Application Date:\_\_\_\_\_

**Building Use Fee \$25.00**

Requested Meeting Date:

Starting Time:\_\_\_\_\_

Estimated Ending Time:

Anticipated Attendance:\_\_\_\_\_

Organization Name:\_\_\_\_\_

Purpose of Organization:\_\_\_\_\_

Purpose/Subject of Meeting:\_\_\_\_\_

\* Applicant/responsible individual who will be present at meeting:

Address:\_\_\_\_\_

Phone: (Day)

\_\_\_\_\_

Phone: (Evening)

**\* MUST BE A TOWNSHIP RESIDENT OR OFFICER OF A BUSINESS LOCATED IN THE TOWNSHIP**

I, the undersigned, have read the Township's policy related to the public use of the meeting room at the Fairview Village Assembly Hall, Worcester Township, and agree to the conditions outlined therein.

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

Printed Name of Applicant

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\_\_\_\_\_ Approved, Comments:

\_\_\_\_\_ Denied, Comments:

\_\_\_\_\_  
John V. Cornell  
Township Manager

\_\_\_\_\_  
Date

POLICY  
USE OF MUNICIPAL BUILDING

Certain areas of the municipal buildings are available for use by public township-based groups or organizations based on the following procedures:

1. Interested parties shall contact the office of the Township Manager to confirm availability of the room at least 72 hours and not more than 30 days prior to desired date.
2. The facility available is the Fairview Village Assembly Hall, use of the stage and basement are prohibited. No municipal materials or equipment will be supplied for use.
3. The meeting of the organization shall be open to all residents of the Township free of any admission charge.
4. The Hall may be reserved for a single event. Multiple events or regular use throughout the year is subject to availability and a separate application must be made for each use. Official Township business meetings, scheduled or special, take precedence over other group meetings. On occasion, a rescheduled Township meeting may require the cancellation of outside use on relatively short notice.
5. The facility is available seven days a week from 8:00 A.M. through 10:00 P.M.
6. THE MUNICIPAL BUILDING "USE APPLICATION" shall be completed and filed in the office of the Township Manager, along with two (2) check payable to Worcester Township:
  - 1) In the Amount of \$25.00 for the Building Use Fee  
(NonRefundable)
  - 2) As a security deposit in the amount of \$100.00.
7. Repair for any damage to the facility shall be promptly paid by the group. Failure to do so will cause the security deposit to be surrendered to the Township. Additional costs will be recovered in compliance with applicable law.
8. The facility (furniture) shall be returned to its original arrangement and shall be given a general clean-up by the applicant.
9. Smoking is prohibited in all portions of the building.
10. Future use of the facility can be denied, if prior use by a group or organization caused damage to the township property or was disruptive to the Township operation.
11. The facility shall not be used for sales promotional events or for commercial activity of any kind.
12. Children under 18 must be accompanied by an adult at all times.
13. Religious instruction or services are prohibited.
14. No group may discriminate on the basis of race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or sexual orientation.

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Applicant's Signature  
(Acknowledge/Understand Use Policy)