



ERECTED INTO A TOWNSHIP IN 1733  
**TOWNSHIP OF WORCESTER**  
 1721 Valley Forge Road  
 P.O. Box 767  
 Worcester, PA 19490-076  
 Phone: (610)584-1410  
 Fax: (610)584-8901

DATE RECEIVED (OFFICE USE ONLY)
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<b>Building Use Fee: \$50.00</b>	<b>Security Deposit Fee: \$100.00</b>
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# FAIRVIEW COMMUNITY HALL RENTAL APPLICATION

Application Date:	
Requested Meeting Date:	
Starting Time:	Estimated Ending Time:
Anticipated Attendance:	

Organization Info:	
Organization Name:	
Purpose of Organization:	
Purpose/Subject of Meeting:	
Responsible party:	*Applicant/responsible individual who will be present at meeting
<b>*MUST BE A RESIDENT OR BUSINESS OWNER LOCATED IN THE TOWNSHIP</b>	

Applicant Information:	
Address:	
Phone #:	E-mail:

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

OFFICE USE ONLY	
Approved	Comments:
Denied	

\_\_\_\_\_  
 Authorized Worcester Township Official

\_\_\_\_\_  
 Date

**An insurance certificate listing Worcester Township as an additionally insured party is required from all parties expecting more than 50 people.**

OFFICE USE ONLY	COMMUNITY HALL	KEY	SIGN OUT
NAME:	DATE OUT:	PHONE NO.:	DATE RETURNED:

[www.worcestertwp.com](http://www.worcestertwp.com)

### USE OF MUNICIPAL BUILDING POLICY

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 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) checks payable to Worcester Township:
  1. In the amount of \$50.00 for the Building Use Fee (non-refundable).
  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. No food or drink is permitted in the building.
10. Smoking is prohibited in all portions of the building.
11. 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.
12. The facility shall not be used for sales, promotional events, or for commercial activity of any kind.
13. Children under 18 must be accompanied by an adult at all times.
14. Religious instruction or services are prohibited.
15. No group may discriminate on the basis of race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or sexual orientation.
16. You are responsible for picking up the key prior to use during normal business hours and returning it on the next available business day.
17. Altering the thermostat located inside of the facility is not permitted. Portable fans/heaters may be used to alter inside temperature if needed.
18. The outside doors to the facility must REMAIN CLOSED at all times during the entirety of the meeting/event. Leaving doors open, even when the person/group is occupying the facility, will result in forfeiture of the security deposit. **INITIAL HERE TO ACKNOWLEDGE THAT YOU HAVE READ THIS SPECIFIC POLICY:** \_\_\_\_\_

I have read and understand the Municipal Building Use Policy

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Applicant's Signature