

East Bradford Township McCardle Room Use Request Application

Eligible Party Information

Name: _____

Address: _____

Daytime Phone: _____

Email: _____

Is this a non-profit organization?

- Yes (Township may request documentation)
- No

Organization Sponsor Information (East Bradford Resident)

Name: _____

Address: _____

Daytime Phone: _____

Email: _____

Description of McCardle Room Use

Does your organization carry insurance?

- Yes (Please attach certificate of insurance)
- No (Please provide explanation below)

Are you applying for a one-time use or reoccurring use?

- One-time. Please indicate:

Desired date: _____

Desired time: _____

- Reoccurring. Please indicate:

Desired routine date: _____ (e.g., 3rd Thursday)

Desired time: _____

How many persons do you expect to be in attendance? _____

Do you plan to serve beverages (non-alcoholic) and/or food?

- Yes
- No

Does your requested use of the building involve any activity outside of the building?

- Yes (Please describe below)
- No

Will the group be bringing in any special equipment or related for the use or activity?

- Yes (Please describe below)
- No

Acknowledgement/Certification

As the Organization Sponsor for the Eligible Party identify above, I certify that I am a resident of East Bradford Township and that I understand and agree with the McCardle Room Use Policy, Rules & Information.

Printed Name: _____

Signature: _____

Date: _____

For Township Use

Date Received: _____

- Approved
- Denied

Comments

East Bradford Township McCardle Room Use Policy, Rules & Information

The Board of Supervisors has determined that the McCardle Room may be used for the purpose of Township related or sponsored activities, community-oriented organization group activities, meetings, and related events that serve the general or specific interests of East Bradford Township residents.

The McCardle Room is for use by non-profit organizations and groups and Township residents (Eligible Parties) and is not available for use by for-profit organizations. The policy for use of the McCardle Room does not discriminate against religion, sex, national origin, race, or color.

Use of the McCardle Room by Eligible Parties is on a first come/first served basis and as the secondary option if the Copeland Schoolhouse is not large enough for the number of attendees or if certain technology is needed (e.g., projector, microphone, computer access). Scheduling of the McCardle Room must be accomplished through the Township Offices by contacting the office at 610-436-5108 or info@eastbradofrd.org. Specific dates and times may be scheduled in advance, i.e., every third Tuesday at 7:30 P.M. for up to a one-year period (maximum 12 pre-scheduled meetings per year unless otherwise authorized). Eligible Parties wishing to continue a routine schedule must contact the Township at least 30 days in advance of the annual date to renew the arrangement. The Township cannot guarantee the continuation of any given date and time beyond the current schedule of a user. The Township reserves the right of priority at all times, to schedule the use of the McCardle Room for activities and meetings of the Township.

Organizations or groups wishing to use the McCardle Room are required to complete a McCardle Room Use Request Application to be submitted to the Township not less than fourteen (14) days prior to the requested date(s) of use. It is expected that individuals and groups using the McCardle Room will treat it with special care.

Organization Sponsor:

Organizations/groups requesting the use of McCardle Room are required to have an East Bradford Township resident as an active member of the organization/group who will serve as the sponsor and contact person. This party is expected to be in attendance during use of the building and will be the responsible party for all matters associated with the use of the McCardle Room for the organization/group.

Food and Beverages:

Prepared foods and beverages may be brought into the McCardle Room for consumption by a group. The existing conference tables may be used to store and organize the serving of such items. Alcoholic beverages are not permitted to be served in the McCardle Room. Groups are responsible for cleanup of all food items. Preparation/cooking of foods is not permitted in the building.

Fee Schedule:

It is the intent of the Board of Supervisors to permit use of the McCardle Room by Eligible Parties without the burden of rental and user fees. At this time, there are no use fees for Eligible Parties. This policy is subject to change without prior notice.

Insurance:

Eligible Parties may be required to submit a Certificate of Insurance with a minimum general liability coverage of \$500,000.

Maintenance/Care and Use of Lights, Heat, and Air Conditioning:

Parties using the McCardle Room are responsible for leaving the building in good condition. All lights are to be turned off when finished (including parking lot lights – the switch for the parking lot lights is near back door to lot, next to closet door). When the last person leaves, they should turn the parking lot lights off. There will be approx. 6-8 minutes delay so that person can get safely to their car. Any group that fails to turn the lights off following their meeting may be charged \$25 for the additional electric incurred overnight.

Doors and windows are to be closed and secured. If air conditioning is used, it must be turned off. If heat is used, turn the thermostat down to 65 degrees before leaving the building.

All furniture is to be returned to its original position. All areas of the foyer, McCardle Room, and bathroom are to be left in clean and orderly condition. Paper, cups/bottles, and food debris is to be cleaned up and placed in a trash container before leaving the building.

Parking on the grass next to Copeland School or in front of the Administration building is not permitted and use of the grounds is not permitted unless prior authorization is received from the Township.

Flammable liquids, chemicals, or other volatile materials are not permitted in the building. Use of the telephone (if installed) in the building is for emergency use only. If a system breaks down, light fails, or any other element fails to work, is broken, or stops working during use, the Organization Sponsor is responsible for reporting the problem to the Township office the next day. Failure to maintain the building in the above manner may result in an invoice that must be paid before the Room can be used by the group/individual in the future.

No Smoking:

Smoking is not permitted in the Township Building or McCardle Room.

Maximum Occupancy:

Maximum building occupancy of the McCardle Room is limited to 60 persons.

Relief/ Waivers:

The Township Manager, under authorization from the Board of Supervisors, may grant modifications or waivers of the requirements of one or more of the provisions of the McCardle Use Policy. The Township Manager, in sole discretion, may seek the specific direction the Board of Supervisors in considering any such modification or waiver.