

# HONEY BROOK TOWNSHIP

## Resolution 2-2010

### Use of the Municipal Administration Building

WHEREAS, the Board of Supervisors desires to make the Administration Building available to various groups that compose the Honey Brook community ; and,

WHEREAS, the Board must balance the use of the building with the Township's interests in the security of the structure and the contents of the building;

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Supervisors shall adopt the following policy:

#### Allowed groups

- Priority for building use is granted to official agencies of the Township, and a Township agency may usurp use by another party with seventy-two (72) hours notice to that party, and provided that the agency's business is to be conducted in an advertised public meeting.
- Use of the building by organizations other than Township agencies shall be restricted to the lobby, restrooms and meeting room.
- Use of the building by organizations other than Township agencies shall be restricted to: agencies of other local, county, state or federal governments; or, organizations whose primary mission is for the betterment of the community, a segment of the community or society as a whole and whose membership rules do not discriminate based on gender, race, national origin, religious affiliation or sexual orientation. Non-profit status does not automatically confer approval.
- Commercial vendors are allowed to display their services or products if part of a fair or trade show organized by an authorized group.
- Strictly social functions such as wedding showers, birthday parties or business networking functions are prohibited.
- Political functions, except candidate forums involving all candidates to an office sponsored by a non-partisan organization, are prohibited, with the exception of candidate interviews one time per year.
- Organizations or events whose primary purpose is a commercial enterprise are prohibited.

#### Group staffing and security requirements

- Any group other than an agency of a local, county, state or federal government shall provide a certificate of insurance with Honey Brook Township named as an additional insured in an amount not less than \$1,000,000.
- Groups with more than three (3) children under the age of eighteen (18) shall have a ratio of one (1) adult to every three (3) children.
- The authorized leader of a group must sign a hold-harmless agreement indemnifying the Township from liability claims for all participants.
- Groups of more than twenty-five (25) shall provide an event security person in the form of a contract security company for any event after business hours.

### Fees

- For use of the building, the fee for an organization other than an agency of local, county, state or federal government is \$50, which may be adjusted from time-to-time by the Board of Supervisors via the fee schedule.
- For use of the building during non-business hours, a refundable deposit for an organization other than an agency of local, county, state or federal government is required in the amount of \$500, which may be adjusted from time-to-time by the Board of Supervisors via the fee schedule. The deposit must be made at least seventy-two (72) hours in advance of use to the Township office during normal business hours. The deposit shall be refunded upon inspection of the facility by an authorized staff member of the Township who confirms the facility is clean and undamaged.
- For use of the building during business hours, the deposit is waived.

### Reservation and check-out procedures for use of the building after normal business hours

- Reservations must be made with sufficient time to pay fees, make the required deposit and to receive a certificate of insurance.
- A responsible party of the organization shall pick up a key and alarm code not earlier than twenty-four (24) hours prior to the event and not later than 2:30 pm the day of the event.
- The responsible party shall accompany a Township staff member on an inspection of the facility.
- The Township shall provide a checklist for use during the inspection, noting:
  - The number of chairs, wastecans, recycle bins, flags, electronic devices and other Township owned property.
  - The general condition of the meeting room, lobby area and parking lots.
  - The general condition of the restrooms, including paper stock.
  - Instructions on how to operate the thermostats.
  - Instructions on how to operate the audio-visual equipment.
  - Instructions on how to arm and disarm the alarm system using the temporary code provided.
  - The group has been provided a key to the building and has been instructed how to lock down the crash bar.
  - The responsible party has signed a hold-harmless waiver.
  - A copy of this policy has been provided to the user.
- The responsible party shall initial each line item and sign they have received the building in satisfactory condition.

### During the event

- Food and/or drink (except bottled water) are prohibited.

### After the event

- The group shall police the area completely, and empty all trash cans in the restrooms, lobby and meeting room and remove the trash from the premises.
- The group shall inspect the parking lot for any trash or debris and remove it.

- The group shall ensure the recycling bins have not had non-recyclable materials deposited into them.
- Unlock all door crash bars and ensure the meeting room emergency exit is secure.
- Put the building key in an envelope and place it on the office counter.
- Arm the alarm using the temporary code, and exit via the south lobby door only.

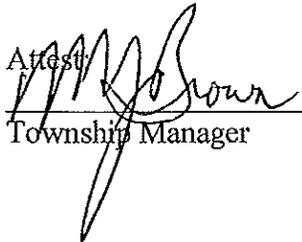
Check in procedures after the use of the building during normal business hours

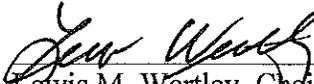
- The first Township staff member on-site after an event shall take the checklist and confirm:
  - The alarm was armed.
  - The key has been returned.
  - All Township property listed on the checklist is accounted for and undamaged.
  - The general condition of the premises.
- If the building and its contents are satisfactory, the staff member shall note accordingly and notify the Township's Bookkeeper for a refund of the deposit. The Bookkeeper shall refund the deposit promptly, accompanied by a copy of the checklist releasing the group from any further responsibility.
- If the building and its contents are not satisfactory, the staff member shall note the discrepancies on the checklist and notify the Township Manager.
- If the Township Manager confirms the discrepancies, he/she shall immediately contact the group representative, and, in the event of gross damage or missing property, the police.
- The Township reserves the right to withhold all or part of the deposit until such time as the discrepancies have been corrected or an insurance claim has been filed and paid.

RESOLVED, this 10th day of March, 2010

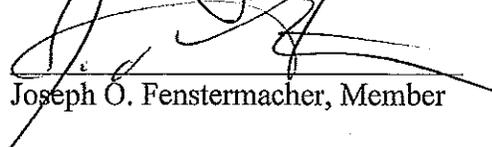
HONEY BROOK TOWNSHIP BOARD OF SUPERVISORS

Attest

  
Township Manager

  
Lewis M. Wertley, Chairman

  
Donald E. Johnson, Vice Chairman

  
Joseph O. Fenstermacher, Member