Skippack Township Municipal Building Meeting

Room Rules and Regulations

Overview

This policy provides the guidelines, regulations, and procedure for use of the Skippack Township Municipal Building meeting halls. The general purpose of the meeting halls is to provide a location for community gatherings of the citizens of Skippack Township. All groups must apply for application located at the Skippack Township Municipal Building.

Layout

Skippack Township Municipal Building has two rooms available for use:

1. Large downstairs meeting hall with kitchen access
2. Small downstairs meeting hall

All rooms are handicap accessible. All rooms have access to bathroom facilities. Tables and chairs are available for use in each of the two rooms. Decorations may only be attached with masking tape. Food may only be served and consumed in the large downstairs meeting room, which is attached to the kitchen.

Permitted Uses

Skippack Township Municipal Building meeting rooms are permitted for community use and approved private uses. *Community use* is defined as any use by members of the community whose intent is for the betterment of the Skippack Township community. All community gatherings must be open to the public and free of any admission charge. All community uses are subject to announcement of meeting on all Skippack Township bulletin boards and/or Skippack Township website.

Private use is defined as any use not intended for the betterment of Skippack Township community but for business functions, educational seminars, or other similar settings. Skippack Township will not approve the use of meeting halls for individual, private, commercial, promotional, or purely social events. Religious groups are not permitted to use meeting halls as a place of worship. The fact that a group is permitted to meet in the Township Facility does not in any way constitute an endorsement of the group or group beliefs of the Skippack Township Board of Supervisors, Township Manager, or staff.

Skippack Township reserves the right to limit use of its Municipal Building facilities if proposed use interferes with normal Township Operations. An applicant may be denied use of Township meeting halls when Township Supervisors and/or Township Manager deem denial appropriate.

Hours of Operation

Skippack Township Municipal Building meeting halls are available during the normal working hours of the Skippack Township Municipal Building which are Monday through Friday from 8:00am until 4:30pm. The Skippack Township Municipal Building meeting halls may be used

for Skippack Township community business during off hours if approved by either Skippack Township Board of Supervisors and/or township Manager.

Applications

Applications for private use of Skippack Township Municipal Building meeting hall facilities are available at the Skippack Township Municipal Building front desk and also the website. Applications may be made no more than six months in advance of proposed event date and no less than one week prior to proposed event date.

Fees

Fees must be paid at the time of application. In the event of cancellation, that fee will be returned to applicant if event is cancelled no less than one week prior to event. Cancellation of event less than one week prior to event will result in loss of fees paid. In the event that Township facilities are closed due to the inclement weather, a full refund will be paid to the applicant.
TOWNSHIP RESERVES THE RIGHT TO WAIVE FEES FOR GROUPS WITH NON-PROFIT STATUS

Parking

Skippack Township provides 62 parking spaces and 3 handicap parking spaces surrounding the Township Building. Additional parking is available at Palmer Park off of Creamery Road.

Kitchen Use

The kitchen attached to the large downstairs meeting hall is there to be able to provide refreshments for those group(s) using the large downstairs meeting hall. Deep frying or pan frying are strictly prohibited in the kitchen. Catering is also prohibited.

Clean-up and Departure

All groups are responsible for clean-up of meeting hall facility. Trash bags are available from the Township free of charge. All countertop and tabletop surfaces must be wiped clean and all tables and chairs returned to their original condition, prior to use. Time spent for set-up and tear-down are to be included in proposed time usage. This includes use of kitchen.

Strictly Prohibited

Under no circumstance is there to be any smoking, alcohol, or open candle flames in the meeting halls. No pets are permitted in meeting halls. The rooms may not exceed the capacity as determined by Fire Marshall. No soliciting.

Note: These rules and regulations are for use of the Skippack Township Municipal Building meeting hall facilities. Park pavilions and other meeting areas are separate entities governed by the Skippack Township Parks and Recreation Department.

Revision Date: FEBRUARY 8, 2012
Township Manager Signature: _____