

2017

**BOROUGH OF WEST CHESTER  
MUNICIPAL BUILDING ROOM/FACILITIES  
APPLICATION FORM**

There shall be no serving of food or beverage

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Meeting rooms shall be available for use by **Borough-based community groups, non-profit groups, service clubs, neighborhood groups and other like organizations at no cost**, for the purpose of holding meetings. Meeting rooms may be used, **if available**, at no cost by other governmental agencies. **Priority for use of the rooms** will be given to Borough-based organizations on a first-come, first-serve basis and finally to non-Borough based organizations. Scheduling of meeting room use shall be through the office of the Borough Manager. No use, which in the judgment of the Borough Manager could cause damage to property or disruption of Borough operations, shall be permitted. **Please note we DO NOT provide audio-visual equipment.**

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This request is for authorization to utilize the following room: (Check one)

**#234**

(Maximum 10 persons)  
(Conference Room)

**#240**

(Maximum 60 persons)  
(Classroom)

**#200**

(Maximum 150 persons)  
(Council Chambers)

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Date(s)/Time(s) Requested for use: \_\_\_\_\_

Describe function: \_\_\_\_\_

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

Address of Organization: \_\_\_\_\_

Registered as a **non-profit, charitable organization** with the Commonwealth of PA?

Yes

No

Responsible Agent of Organization: \_\_\_\_\_

Responsible Agent Address: \_\_\_\_\_

Responsible Agent Telephone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Please note: your request will not be processed without a telephone number, e-mail and signature on the Rules Governing Use Form.

**RULES GOVERNING USE  
OF  
MUNICIPAL BUILDING FACILITIES**

Rules governing the use of the meetings rooms in the municipal building shall include but not be limited to the following:

1. Use of **alcoholic beverages** shall be **prohibited**.
2. **Smoking is prohibited** anywhere in the Municipal Building.
3. There shall be **no serving of food or beverages**.
4. Each group/person using the facility shall be financially responsible for any damages caused to the property or contents.
5. **The room shall be returned to the same condition as it was found in including appropriate clean-up and restoration of chairs/tables to their configuration.**

The Borough Manager shall have the authority to promulgate additional rules and regulations.

I have read and understand the rules and policies governing the use of the West Chester Municipal Building and as the responsible agent accept both personally and for my organization full liability for compliance with them, including financial responsibility.

Furthermore, on behalf of my organization, I hereby release and hold harmless the Borough of West Chester from any and all claims for damages or injury relating to the requested use except those that are directly caused by negligence on the part of the Borough.

**Responsible Agent Signature:** \_\_\_\_\_

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

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_