

Borough of West Chester Meeting Room Policy

Meeting rooms shall be available for the use of Borough related activities, functions, committee and commission meetings. Borough community groups, non-profit organizations, service clubs chartered in the Borough, and non-Borough organizations may hold meetings in the Borough Municipal Building meeting rooms subject to this Policy and payment of custodial fees. West Chester Borough government meetings will take precedence over all other meetings. If a Borough meeting must be held, a reserved meeting room may be cancelled. The Borough Manager shall have the authority to promulgate additional rules and regulations regarding the use and occupancy of the meeting rooms.

Fee Schedule

Borough Organizations	\$30.00/Meeting/2 hours maximum
Non-Borough Organizations	\$75.00/Meeting/2 hours maximum

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

1. Meetings may take place during regular business hours, 8:00 AM to 5:00 PM. at no charge provided the meeting room is not being used for Borough business. Meetings which take place after regular business hours shall be subject to the custodial fees set forth above which must be paid in full prior to the meeting. Meeting rooms may not be used on weekends unless a custodian is available. All meetings shall end by 9:00 PM.
2. Use of alcoholic beverages is prohibited.
3. There shall be no food or beverages permitted in the building.
4. Smoking is prohibited in any Borough building or on any Borough property.
5. Each group/person using the facility shall be financially responsible for any damages caused to the property or its contents.
6. Furniture is not permitted to be moved. Reservations do not include any equipment, such as projectors, screens, microphones, or copy machines, etc. There will be additional charges for equipment use. No equipment may be used without the presence of a Borough employee.

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

The following Meeting Rooms are available:

- | | |
|--------------------------|---------------------------------------|
| <input type="checkbox"/> | Council Chambers – maximum 100 people |
| <input type="checkbox"/> | Room #232 – maximum 40 people |
| <input type="checkbox"/> | Room #240 – maximum 12 people |
| <input type="checkbox"/> | Room #203 – maximum 6 people |
| <input type="checkbox"/> | Room #204 – maximum 6 people |

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 #: _____

e-mail address: _____

I have read and understand the rules and policies governing the use of the West Chester Municipal Building and as the responsible agent of the above-identified organization accept responsibility and liability for compliance with such rules, including financial responsibility for damage caused to the property or its contents. I hereby release and hold harmless the Borough of West Chester and its agents, officers, and employees from any and all claims for damages or injury relating to the use of the Borough Municipal Building except damages or injuries that are directly caused by the Borough's negligence.

Responsible Agent Signature: _____

Date: _____

Print Name: _____

Phone Number: _____

E-mail address: _____

Borough Manager Approval _____

Date of Approval: _____