



## SKIPPACK TOWNSHIP

[www.skippacktownship.org](http://www.skippacktownship.org)

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### Skippack Township Building Community Room Rules and Regulations

#### **Overview**

This policy provides the guidelines, regulations, and procedure for use of the Skippack Township Municipal Building community rooms. The general purpose of the community rooms is to provide a location for community gatherings of the citizens of Skippack Township. All groups must complete a Reservation Form.

#### **Layout**

The Skippack Township Building has two rooms available for use:

1. Large downstairs community room
2. Small downstairs community room

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 room.

#### **Permitted Uses**

The Skippack Township Municipal Building 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.

*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 the 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**

The Skippack Township Municipal Building community rooms are available during the normal working hours of the Skippack Township offices which are Monday through Friday, 8:00 am until 4:30 pm. The Skippack Township Building community rooms may be used for Skippack Township community business during off hours if approved by either the Skippack Township Board of Supervisors and/or the Township Manager.

## **Applications**

Applications for private use of Skippack Township Municipal Building community rooms are available at the 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 inclement weather, a full refund will be paid to the applicant. *The Township reserves the right to waive fees for groups with non-profit status.*

## **Parking**

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

## **Clean-up and Departure**

All groups are responsible for the clean-up of the community rooms. 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.

## **Strictly Prohibited**

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

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