

**EAST LAMPETER TOWNSHIP  
FACILITY USE REQUEST FORM**

Please complete and return to the East Lampeter Township Office  
at least 30 days prior to the event.

Date of application: \_\_\_\_\_

Date application received: \_\_\_\_\_

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

Address: \_\_\_\_\_

Phone Number/Cell Number: \_\_\_\_\_

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

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

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

Request to use: \_\_\_\_\_ Public Meeting Room \_\_\_\_\_ Tables

\_\_\_\_\_ Projector Screen \_\_\_\_\_ Chairs

\_\_\_\_\_ Bulletin Board

Type of Function (please make selection):

\_\_\_ Meeting \_\_\_ Training \_\_\_ Seminar \_\_\_ Other (specify) \_\_\_\_\_

Requested Date(s) of Use: \_\_\_\_\_

Time of use from \_\_\_\_\_ to \_\_\_\_\_

Number of persons attending: \_\_\_\_\_

What percentage of membership in your organization is composed of East Lampeter Township residents? \_\_\_\_\_%

Other Needs:

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List the name, address, driver's license number, date of birth and phone number of two responsible adult members of your organization who will be present at the requested time the building area will be used and who will accept responsibility for adherence to the attached list of regulations for the Township Building.

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Name #1	Address	Phone #
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Drivers license number	Date of Birth
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Name #2	Address	Phone #
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Drivers license number	Date of Birth
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List the name, address and phone number of a person who may be contacted for details about this function if different than adults listed above:

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Name	Address	Phone #
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<b>Township Approval</b>	<b>Date of Approval</b>
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<b>Rental Fee</b>	<b>Amount &amp; Date Paid</b>
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<b>Approval:</b> Applicant's Signature	Date
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Applicant's Address

**The above applicant by signing this contract does agree to abide by the rules set forth by the Township. Also the applicant has read and signed a copy of the rules and regulations for the use of the Public Meeting Room and submitted them along with this application.**

**Use of East Lampeter Township Municipal Facilities is limited to local, state and federal government agencies and non-profit community service organizations serving East Lampeter Township.**

**EAST LAMPETER TOWNSHIP PUBLIC MEETING ROOM**

2250 Old Philadelphia Pike

Lancaster, PA 17602

(717) 393-1567      FAX# (717) 393-4609

**RENTAL PROCEDURES FOR USE OF PUBLIC MEETING ROOM**

1. Any request for the use of the public meeting room facilities must be made to the Township Manager at least thirty (30) days in advance of use. All requests for the use of the public meeting room must be submitted on an official facility use request form. A schedule must be presented with the application form. The agreement shall not be binding until signed by the Applicant and the Township. Application forms are available at the East Lampeter Township office or on the Township website: [www.eastlampetertownship.org](http://www.eastlampetertownship.org).
2. No use of the facilities or grounds shall interfere with the regular activities in any way unless prior arrangements have been made.
3. East Lampeter Township shall have the final authority in establishing the rental fees for the use of the facilities and may vary the fees at their discretion. Rental fees must be paid in full at least one week prior to use. If the rental fee is paid less than seven (7) days prior to the event, a cash payment is required. If the Township deems necessary, a security deposit will be required.
4. Groups should be able to produce rental request approval form at all times while using the facilities. If no approval form can be produced, the group may be asked to leave.
5. Applicants must be at least 21 years of age.
6. Cancellations made one (1) week prior to scheduled event will result in a refund to the applicant of the designated fees minus \$10.00. Cancellations made with less than one (1) week notification will result in no refund to the applicant. If East Lampeter Township cancels the scheduled event, 100% of the designated fee will be returned to the applicant.
7. No activity may exceed the maximum capacity of 75 people.
8. Public Meeting Room Fees:  
2 hours or less: \$10.00  
2 hours to 4 hours: \$25.00  
4 hours to 8 hours: \$50.00  
**The facility may not be used for more than 8 hours a day.**

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Applicant Signature

Date

## **EAST LAMPETER TOWNSHIP PUBLIC MEETING ROOM**

2250 Old Philadelphia Pike  
Lancaster, PA 17602  
(717) 393-1567 FAX # (717) 393-4609  
[www.eastlampetertownship.org](http://www.eastlampetertownship.org)

### **RULES FOR THE USE OF THE PUBLIC MEETING ROOM**

1. Smoking or any tobacco products are not permitted in any part of the Township building.
2. Alcoholic beverages are not permitted anywhere on Township grounds.
3. No illegal drug use will be tolerated. Persons using illegal drugs in the Public Meeting Room or on the Township grounds will be prosecuted to the full extent of the law.
4. Gambling or other conduct detrimental to the public interest is not permitted in the Public Meeting Room or on the Township grounds.
5. No food or beverage is permitted in the Public Meeting Room.
6. Rooms and equipment must be left in a clean and orderly condition. Failure to do so will result in extra charges based on time and materials necessary to return the facility or equipment to its proper condition and/or refusal for further use of the facility.
7. Park in designated areas only, which is located in the front of the Administrative building.
8. Do not block any garage areas, doors or driveways.
9. No profanity allowed.
10. Report all or any property damage to the Township Office immediately.
11. Clean up all litter before leaving the facility.
12. No Township equipment/supplies, etc. shall be moved without permission of the Township Office.
13. User is responsible for the conduct of all persons on the grounds attracted by their event, and the enforcement of all rules.
14. User's organization must submit a certificate of insurance, which shows East Lampeter Township as a named insured.
15. East Lampeter Township reserves the right to make additions to these rules and regulations at any time which may be in the best public interest.
16. Please be advised that the Township facility may be closed due to inclement weather or other emergencies. Call the Township Office for details on the status of the facility if there is a possible closing.
17. All fees are due seven (7) days before the event or may be payable at the beginning of the month (if appropriate) unless prior arrangements have been made. Payments should be made payable to: East Lampeter Township, 2250 Old Philadelphia Pike, Lancaster, PA 17602.
18. East Lampeter Township is not responsible for lost or stolen items.
19. East Lampeter Township reserves the right to reject any request for the use of the Public Meeting Room.
20. East Lampeter Township requires a minimum of one (1) responsible adult (21 years or older) present for every 15 individuals in attendance under the age of 21. The Township may require additional supervision depending upon the nature of the event.
21. No person under the age of eighteen (18) will be admitted into the building until the adult supervisor is present. Supervisors of youth groups must remain in the building until all youth have left the premises.

22. Unsupervised children are not permitted in the building or roaming the grounds.
23. Amplified musical instruments and drums are not permitted. Recorded music may be played in the meeting room; however the volume must be set so that it cannot be heard outside of the Public Meeting Room.
24. The Township reserves the right to perform background checks on the responsible party applying for permission to use the Public Meeting Room. Therefore, all applicants must provide the name, home address, date of birth and driver's license number for the individual who will be responsible for the use of the Public Meeting Room on each application.

We the undersigned, do hereby agree to strictly comply with the Rules and Procedures established by the East Lampeter Township Board of Supervisors governing use of the East Lampeter Township Public Meeting Room Facility, a copy of which is attached hereto, made a part hereof and marked Exhibit "A" and jointly and severally agree to assume full responsibility for any injury to or loss of Township property occasioned by use of the above-described accommodations and special permission granted and will make the same good without expense to the Township.

In addition the undersigned does hereby acknowledge and agree that in consideration for the permission granted to the undersigned by East Lampeter Township for the lawful use and employment of said premises and for other good and valuable consideration, the receipt of which is hereby acknowledged, and intending to be legally bound, hereby agree as follows:

1. That the undersigned does hereby remise, release and forever discharge the said East Lampeter Township, its successors and assigns, its agents, servants and employees and officials from any/and all claims, right and causes of action of any kind whatsoever or nature that may arise from and reason of any and all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property and consequences thereof, which hereafter may be sustained by the undersigned or by any person or persons using the premises with the knowledge and consent of the undersigned.
2. Furthermore, in consideration of the above stated, the undersigned does hereby expressly stipulate and agree and hereby indemnifies and holds harmless forever, the said Township of East Lampeter, its successors, assigns, agents, servants, employees and officials from and against any loss of any kind whatsoever including but not limited to injuries to persons or damage to property and attorney's fees and all further claims, brought against the said Township of East Lampeter by any person for the purpose of enforcing a claim for damages on account of personal injury or property damage that may be sustained by any person caused by the acts or omission of the undersigned: and the undersigned does hereby waive any and all rights of exemption, both as to real and personal property to which he, she they or its heirs, successors or assigns may be entitled under the laws of this state or any state as against such claims for reimbursement or indemnity.

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Applicant Signature

Date