

WEST GOSHEN TOWNSHIP  
1025 Paoli Pike  
West Chester, PA 19380  
Phone: 610-696-5266  
Fax: 610-429-0616

**APPLICATION FOR USE OF THE WEST GOSHEN TOWNSHIP MEETING ROOMS**

**Rooms will not be considered reserved without the accompanying paperwork.**

Date(s) to be Used: \_\_\_\_\_ Number Attending Function: \_\_\_\_\_

Time(s) to be Used: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Preparation Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Number of Uses: \_\_\_\_\_ x \$25 per use = TOTAL FEE: \_\_\_\_\_

**Please take preparation time needed for set-up or break down of room into consideration, when scheduling time.**

- COMMUNITY MEETING ROOM
- PUBLIC MEETING ROOM
- MEETING ROOM A
- MEETING ROOM B

Purpose of Use (brief description of function being held; include any possibility of food or beverages to be served): **There is no food allowed in the Public Meeting Room.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

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

Authorized Agent of Organization: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ (Day) \_\_\_\_\_ (Evening)

**THE SPONSORING ORGANIZATION ASSUMES** full responsibility for any damages to Township equipment and property. Furthermore, the Sponsor will indemnify and hold harmless the Township from all personal liabilities that are caused by or due to any acts or omissions of the Sponsor and its members and guests. On behalf of the Sponsor, I acknowledge that I have read and understood the West Goshen Township Meeting Room Policy and that I have the legal authority to sign on behalf of the Sponsor.

\_\_\_\_\_  
Authorized Agent's Signature/Date

\_\_\_\_\_  
Township Staff's Signature/Date

**If you need to cancel your reservation, the Township Administration must be notified 24 hours in advance of the reservation date. If you have to cancel a reservation on the weekend or after hours, please call the West Goshen Township Police Department at 610-696-7400.**

**For meetings held during Township business hours, follow the signs for "Training Seminar Parking" and park in the lot next to the softball field.**

## **WEST GOSHEN TOWNSHIP MEETING ROOM USE POLICY**

Community based groups, service clubs, and similar organizations may reserve a Township Meeting Room. Reservations will be on a first come, first serve basis.

Rules governing the use of a West Goshen Township Meeting Room shall include but not be limited to the following:

- 1. West Goshen Township Boards' and Commissions' meetings will have precedence over any other use and such other use may be cancelled if a Township meeting must be scheduled.**
- 2. Groups may only use the rooms at the West Goshen Township Administration Building on Mondays, Tuesdays, Wednesdays, or Thursdays. The Building is closed on Fridays, Saturdays, and Sundays.**
- 3. Smoking is prohibited in the West Goshen Township Administration Building.**
- 4. Use of alcoholic beverages is prohibited.**
- 5. There shall be no serving of food or beverages without prior approval.**
- 6. Each group or person using the facility shall be financially responsible for any damages caused to the property or contents.**
- 6. Township personnel shall not be responsible for arranging any room or for providing any furniture other than that already available in the room.**
- 7. Room use shall be for meetings only. No use, which in the judgement of the Township Manager could cause damage to the township property or disruption of township operations, shall be permitted.**
- 8. Groups using the meeting room shall be restricted to the area requested.**
- 9. The Meeting Rooms and public rest rooms shall be left as they were found including appropriate clean up and relocation of furniture to its original configuration.**
- 10. Groups shall not exceed the occupancy limit for any given area.**
- 11. If you need to cancel your reservation, the Township Administration must be notified 24 hours in advance of the reservation date. Fees will not be refunded if cancellations are made with less than 24 hours' notice. If a reservation needs to be cancelled during a weekend or after Township business hours a representative of the group must leave a message on the Township's voicemail at 610-696-5266 at least 24 hours in advance.**
- 12. For meetings held during Township business hours, meeting participants must follow the sign for "Training-Seminar Parking" and park in the lot next to the softball field.**

The use by an organization shall not imply that the staff and officials of West Goshen Township, either directly or indirectly, believe in or subscribe to the philosophy of that organization.