

GREENE TOWNSHIP
APPLICATION FOR USE OF
TOWNSHIP FACILITIES

Name: _____

Address: _____

Telephone: _____

Organization: _____

Check One: Profit Non-Profit* Other

Other please explain: _____
 (use back of application if additional space is required)

Check One: Resident ** Non-resident

Facility requested: _____

Dates(s) and times requested: _____

Intended Purpose: _____

Insurance Carrier: _____
 (Attach a copy of policy and/or declaration sheet)

The undersigned acknowledges that they have read the Rules and Regulations for the use of Township facilities and on behalf of themselves, their organization and its members, agrees to abide by said rules and regulations and does hereby release, indemnify and defend the Township, its officials, agents, and employees from any and all claims arising out of the use of Township facilities. And do further agree to repair or replace (at Township's discretion) any property damaged or destroyed by the applicant, organization, members, guests or any persons in any way related to the requested usage of Township facilities.

 Date Signature Title

- * Non-profit organizations must provide proof of non-profit status.
- ** To qualify as a "resident" not less than one-third of the group/club members must be residents of Greene Township. A roster, including addresses, must be supplied.
- *** No vehicles may be driven or parked on fields or playgrounds. No fighting, arguing, or other loud or tumultuous conduct shall be permitted.

FOR TOWNSHIP USE ONLY	
Application is:	_____ Approved _____ Denied
Dates(s) approved:	_____
Insurance information:	_____ Provided _____ Waived
Fee: \$ _____	_____
Authorized Township Official/Agent Signature	

GREENE TOWNSHIP MUNICIPALITY

Building use regulations for
9333 Tate Road, Erie, PA 16509

POLICY

It is the policy of the Township that facilities and equipment be utilized to the fullest advantage by the residents and/or community organizations of Greene Township. The main function of the Township building is to conduct Township related business; therefore, municipal activities shall secure first priority above all requested activities.

General Requirements have been established to enable the use of Township facilities when not in use for Township functions.

GENERAL REQUIREMENTS

1. Township facilities shall be made available to the public in a manner consistent with applicable statutes and policies of the Township Supervisors, and within the primary purpose of Greene Township.

2. Applicants for use must satisfy the Board of Supervisors or their designated representative that they are responsible persons and official organizations; that they will guarantee orderly behavior and will be responsible for any damage due to their use of the premises; that their program is of a nature suitable for presentation in a Township building; that the proposed activity is lawful and in conformity with regulations of the Board of Supervisors. The Township shall be the sole judge of who is responsible for any damage caused by any ground using the Township premises and of the extent thereof.

3. Responsibility for use of facilities and observance of regulations shall rest upon the applicant(s). Custodians or other designated representatives of the Board of Supervisors, if on duty in the building at the time, are required to report all irregularities to the Board of Supervisors.

4. Inaccurate or untruthful statements made in the application or violation of regulations may place the applicant, organization or both on an ineligibility list. Subsequent applications of such ineligibles must be referred to the Board, together with a written statement of actions which have been taken by them to remove caused of ineligibility.

5. The applicant agrees by the acceptance of a permit to assume all responsibility for and indemnify, defend, save and hold harmless Greene Township from any and all liability arising incident to occupancy. Applicants of a use permit fully understand and agree that Greene Township Municipality assumes no obligation respective to the use of such premises.

6. Applicants not covered by insurance policies will be referred to the Board of Supervisors for action.

7. The Board of Supervisors must resolve all disputes regarding applicants. Disputes must be submitted in writing a minimum of 3 days before the next scheduled public meeting.

8. A \$150.00 security deposit shall be imposed on all parties utilizing this facility or a portion thereof on a short term basis. Upon completion of an inspection conducted by Township authorized personnel, the deposit, or a portion thereof shall be returned if there are no damages and the areas are clean and free of debris.

9. A cash key deposit in the amount of \$50.00 per key will be required. Deposit shall be refunded to the individual who has returned the key to the Greene Township Office.

SPECIAL REQUIREMENTS AND RULES ON USE

1. Township facilities may not be used for the holding of religious services, but may be used for social activities of religious organizations.

2. Township facilities may not be used for teaching or promoting any theory or doctrine of a subversive nature or which is intended to undermine or overthrow the government of the United States. This does not prohibit discussion of controversial subjects in a public forum.

3. Any members or individual persons utilizing the Township facilities via Use Permit will not be permitted to use tobacco products inside the building.

4. Responsibility for the controls of consumption and/or use of intoxicating beverages rests solely upon the party signing the application.

5. Food consumption is expressly prohibited in any room rented in the Township Building (9333 Tate Road) EXCEPT in the kitchen facilities or where otherwise approved by the Board of Supervisors.

6. All meetings involving children under the age of eighteen (18) must be under the supervision of responsible adults. The number of required supervising adults varies according to the number and age of the participants and the minimum number will be so designated by the Board of Supervisors or authorized representative of the Township.

7. Use of Township facilities for games of chance or any scheme or device, which encourages or suggests the use of gambling or games of chance, is prohibited.

8. No animal-training classes or shows shall be permitted in buildings or on Township grounds without permission from the Board of Supervisors.

9. Use of any materials on the floors walls or other parts of the buildings without specific approval is strictly prohibited. Use of tape on painted surfaces is strictly prohibited.

10. Organizations using any of the Township Meeting Rooms must set up and restore, under the supervision of an authorized township representative. Control panels, of any kind must be operated by Township personnel only.

11. Any decorations shall be erected in a manner that will not be destructive of Township property, and such erection shall be in accordance with local and state fire marshals regulations and approved by the Township Supervisors or authorized agent.

12. Permit holder and organization shall assume responsibility for securing police supervision if so directed by the Supervisors or a Township authorized agent.

13. Permit holder and organization shall be fully responsible for all damage or loss to Township property, including that belonging to employees, as well as their own property, occurring during the time the building is in use under the permit.

14. Permission for use of special or extra equipment must be included in the application. If such equipment is desired, it must be used within the Township property and special arrangements must be made with the Supervisors or a Township authorized agent. Extra compensation must be paid for employees to operate or conduct an extra equipment transfer from another building. No equipment is to be loaned, or rented, for use outside the Township property. A security deposit may be required.

15. Exceptions from these regulations and fees only as authorized by the Greene Township Board of Supervisors.

16. Rental fees and service charges for the use of Township facilities by business organizations, political parties, labor organizations, social groups, and others shall be in accordance with the schedule attached hereto. Groups from within the Township shall have priority in the use of all Township facilities. No charge shall be made for the use of Township facilities by organizations affiliated with the Township. Organizations qualifying for the aforementioned exclusion are as follows: Kuhl Hose Volunteer Fire Department, Greene Township Lions Club, Greene Township Lioness Club, Boy Scout and Girl Scout groups, who are non profit organizations which are directly related to Greene Township residents. (Separate agreements are to be designated for these groups.)

17. The rules and regulations, charges and fees may be amended, revised and changed from time to time by the Board of Supervisors.

18. The Board of Supervisors reserves the right to impose additional requirements or restrictions as deemed appropriate and necessary by the Board.