



**COOLBAUGH TOWNSHIP
MUNICIPAL CENTER**

5520 Municipal Drive, Tobyhanna, PA 18466
(570) 894-8490 • FAX (570) 894-8413

**Coolbaugh Township
Facility Usage Request Form**

Date: _____ Contact Email: _____

Name of Organization/Individual: _____

Name of Contact: _____ Telephone #: _____

Address: _____ Home/Business#: _____

Facility/Property Requested: _____

Dates/Days Requested: _____

Time Requested: _____ AM/PM to _____ AM/PM

Purpose of Facility Usage: _____

of persons attending: _____ # of persons Supervising Activity/Event: _____

Age of Participants: _____

Local/State/National Affiliations: _____

Insurance Information: _____

(Attach copy of Insurance Certificate)

Signature of Applicant: _____ Title: _____ Date: _____

COOLBAUGH TOWNSHIP COMMUNITY ROOM POLICIES AND PROCEDURES

1. General Guidelines

The Coolbaugh Township Community Room is designated primarily to provide a forum for non-profit community groups or organizations who organize for educational, cultural and civic purposes. Celebratory gatherings, private parties, catered events, for-profit events and political meetings or functions are prohibited.

2. No Endorsement

Use of any Township facility shall not constitute Township endorsement or viewpoints expressed by participant in any program occurring thereat. No advertisement or announcement implying such endorsement shall be permitted.

3. Equal Opportunity

All non-Township activities taking place in any Township facility must be open to all citizens, regardless of age, sex, race, religion, national origin or physical handicap. To the extent necessary, it shall be the responsibility of the group hosting an activity to provide any and all reasonable accommodations for persons with disabilities to the extent required by the Americans with Disabilities Act.

4. Restrictions

- a) Room reservation requests may be made in person, by telephone, fax or completed from the Township's website: (however, notification by a staff member and completion of the COMMUNITY ROOM REQUEST FORM is required at the community room location to confirm any reservation requests.
- b) Organizations using Township facilities shall not use the Township address as their mailing or registered address or direct calls regarding any activity to the Township telephones.
- c) Attendance limit for the community room shall be 40 people.
- d) Meetings involving persons under the age of 18 shall be chaperoned.
- e) Alcoholic beverages and smoking are not permitted on Township property.
- f) Groups are responsible for cleanup. All trash shall be placed in the receptacles prior to the end of their activity and lights have been turned off.
- g) Groups must replace keys to the lockbox and ensure that facility doors are locked after exiting.
- h) Groups may not charge an admission fee for any event held in any Township community room.

- i) Groups may not attach or affix any sign, banner or flyer to any wall, ceiling or other piece of Township property.
- j) No group may store any item on Township property without written approval of the Board of Supervisors.
- k) A Group's use of the community room shall not interfere with normal Township activities or the activities of Township tenants.
- l) Activity and noise levels in the community room during meetings must not disrupt or disturb regular tenant activities.

5. Miscellaneous Policies

- a) Any Group using a Township community room shall indemnify and hold harmless the Township, its officers, consultants, elected officials and employees from and against any loss, liability or damage arising out of, as the result of, or in connection with said Group's use of such community room, including all costs of defending any claim arising as a result thereof.
- b) Liability insurance in the amount of \$1,000,000 shall be required for groups of 5 or more. Proof of insurance must be provided to the Township no less than five days before such groups' use of the community room.
- c) The Township shall assume no responsibility for any item, material or equipment any group or individual may leave in a community room at the conclusion of any group's use thereof.
- d) It is the responsibility of the Groups applicant to be present at the event and ensure all guidelines are followed.

6. Revocation or Refusal of Authorization for Use of community room

There may be times when the use of Township facilities for community room purposes is in conflict with the basic role of the Township in servicing the public. In such rare instances, the privilege of using Township facilities may be revoked. The following criteria are exemplary in nature only, and are not intended to be exclusive.

- a) Whether the planned meeting is, or meetings by the group planning the meeting have been, conducted in a noisy, disorderly or inflammatory manner (as opposed to a neat, orderly and courteous manner).
- b) Whether the planned meeting is so confrontational or inflammatory in nature that it is likely to embroil other groups or the general public in open conflict, thereby impacting normal Township operations.
- c) Whether the planned size of the meeting threatens the personal safety of the public, Township facilities or Township staff in that it may impact the flow of traffic or create a hazardous degree of congestion.

- d) Whether the activities of the group impact the security of Township facilities.
- e) Whether users abide by the policies governing use of the community room.
- f) Whether the anticipated parking demands of the meeting exceed on-site parking availability.

I have read and understand the information on the Community Room Use Policy (above).

Signature _____ Date _____

Print Name _____ Title _____

Organization _____