

Township Building Conference Room Use

Scope:

1. Township facilities are important assets and the Township recognizes the importance of protecting them and regulating their use. This policy addresses the guidelines for the Township Building First Floor Conference Room located at 566 Beaumont Road, Devon, PA.

Procedure:

1. The Township may make the first floor conference room available for outside groups to use after 4:30 p.m. and up until 9:00 p.m. Other conference rooms in the Township Building will not be made available.
2. Outside groups that seek to use the first floor conference room will submit their request(s) through the Township Manager or designee. When the request is processed and a determination is made that the room is not available, the Township Manager or designee will notify the outside group.
3. The following conditions apply to the first floor conference room use:
 - a) The group using the room shall be limited to 25 people.
 - b) The room must be returned to the same condition it was found at the beginning of the group's use.
 - c) The Township currently does not impose a fee for the use of the room. However, the Board of Supervisors may decide to charge for use in the future, and the fee will be approved as part of the annual fee schedule adopted each January, as may be amended from time to time.
4. The Township reserves the right to cancel any approved room request due to inclement weather, unforeseen emergencies or need for the Township's or Authorized Groups' use.
5. The Township reserves the right to limit the first floor conference room use, if the use of the room would be disruptive to the function of the Township.
6. Outside groups may request the first floor conference room use up to 3 months prior to the requested used date.

Dated Adopted: February 18, 2020

Last Revised Date:

Last Reviewed Date: