

ADMINISTRATION

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HARMAR TOWNSHIP

**701 Freeport Road
Cheswick, PA 15024 - 1208**

BOARD OF SUPERVISORS

Patricia Janoski, Chairperson
Robert Seibert, Vice Chairperson
Emiliano Cresta, Supervisor
Robert Exler, Supervisor
Lee Biermeyer, Supervisor

**APPLICATION FOR USE OF THE
HARMAR TOWNSHIP
MICHAEL "MIC" LIBERATI
PUBLIC MEETING ROOM**

Organization Name: _____

Harmar Township based/located Organization/Entity

Address: _____
Street No. Street Name City State Zip Code

Contact Person: _____

Telephone No. _____ Other Telephone No. _____

Email: _____ Fax No. _____

Date of Use: _____ Time: _____
Beginning Ending

Purpose of Use (Please be specific as to the nature and purpose of the event):

Expected number of participants? _____ Will food/refreshments be served? Yes No

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**APPENDIX A
AGREEMENT FOR USE OF THE
HARMAR TOWNSHIP
MICHAEL "MIC" LIBERATI
PUBLIC MEETING ROOM**

INTRODUCTION

This policy sets forth the requirements and restrictions that govern reservation and use of the Michael "Mic" Liberati Meeting Room (Public Meeting Room). The intent of this policy is to maximize the use of the Township's resources by implementing cost effective, time efficient, and professional practices. In addition, these policies have been enacted by the Township Board of Supervisors in an effort to protect and maintain Township property.

The Public Meeting Room is for the primary purpose of meeting the operational needs of Township government. The Harmar Township Board of Supervisors (Board) do graciously extend the use of the Public Meeting Room as a limited forum for Harmar Township based educational, cultural, and civic functions. Celebratory gatherings, private parties, catered events, political purposes (excepting the Allegheny County Board of Elections), and for-profit uses/events are prohibited.

NO ENDORSEMENT

Permission for use of the Public Meeting Room does not in any way constitute an endorsement of the group's beliefs by the Board. No advertisement or announcement implying such endorsement shall be permitted. Use of the Township's mailing address or direct calls regarding any activity to the Township's telephone is prohibited.

EQUAL OPPORTUNITY

All non-Township activities taking place must be open to all citizens, regardless of age, sex, race, religion, national origin or physical handicap.

HANDICAP ACCESS

To the extent necessary, it shall be the responsibility of the group hosting an activity to provide any and all reasonable accommodations for person with disabilities to the extent required by the Americans with Disabilities Act.

IMPLEMENTING POLICY

The Township Secretary/Treasurer shall oversee implementation of this policy and shall set forth the procedures of this policy.

AVAILABILITY AND APPLICATION FOR USE

- Applications will be accepted on a first-come, first-serve basis.
- Priority for use of the Public Meeting Room shall be given first to the functions of Township government.
- The Public Meeting Room is available Monday through Friday between the hours of 9:00 am and 9:00 pm. A waiver request may be submitted for use prior to 9:00 am and after 9:00 pm.
- The Public Meeting Room is also available for Saturday uses/events between the hours of 9:00 am and 9:00 pm. Requests for use of the Public Meeting Room for Saturday uses/events must be accompanied by a waiver request.
- All applications for use of the Public Meeting Room that require submission of a waiver request must be submitted to the Township Secretary thirty (30) days prior to the use/event date.
- No application beyond six (6) month or 180 days from the date of submission shall be accepted.
- The Board reserves the right to cancel the room reservation at any time, for any reason.
- The Board is not responsible for loss or theft of personal property.
- Those entering the Harmar Township Municipal Building should note that their activities will be observed and/or recorded using 24 hour surveillance equipment.
- The Applicant shall agree to indemnify, defend and hold harmless, the Township for any loss, injury, claims, damages or harm that occurs to participants of the use/event while on Township property.

RULES OF CONDUCT

- No use of alcohol, tobacco, controlled substances or illegal drugs is permitted.
- No glass containers are permitted.
- No children under the age of thirteen (13) shall be permitted without direct adult supervision.
- No possession or use of fireworks, firearms unpermitted or concealed unless properly permitted in accordance with the law, rockets, explosives, or other weapons.
- Threatening, abusive, profane or obscene language is prohibited.
- Disposal of waste: All waste and garbage shall be disposed of in receptacles designated for that purpose. All garbage bags are to be removed from the designated receptacles and placed in the can(s) provided in the Mechanical Closet at the end of the Main Hallway (last door on right).
- Floors: Provided food items/refreshments were served during the use/event, the carpets are to be swept and left without crumbs. The sweeper can be found in the Mechanical Room at the end of the Main Hallway (last door on right).
- All users must respect the condition of the facilities and equipment. No person shall damage, deface, destroy or remove any Township property or equipment. Damages must be reported to the Township Administrative Office. The Applicant will be held liable for damages and future use of the room may be denied.
- Furnishings may not be removed from the room.
- Groups may not exceed the posted room capacity.
- Activities involving more than normal wear and tear will not be permitted.
- No items are permitted to be affixed to the walls, windows or doors without prior permission.
- Loud noise and/or music that is disruptive to Township operations is prohibited.

- Emergencies should be reported to the Township Administrative Office immediately or to the Police Department if the room is being used prior to and/or after regular business hours, or on a Saturday.

SECURITY DEPOSIT

A check in the amount of \$100.00 made payable to Harmar Township will be held by the Township as a security deposit for all uses/events. A Township representative will inspect the Public Meeting Room after every use/event. The Public Meeting Room must be left in the same condition as it was prior to the use/event. Provided the Public Meeting Room is not left in the same condition, the security deposit will be forfeited to the Township.

OBTAINING A KEY FOB

Except when the Public Meeting Room is being used during regular business hours (M-F), a key fob will be issued upon receipt of deposit prior to the use/event. Key fobs are expected to be returned within 2-3 business days following the use/event. Security Deposits will not be returned until key fobs are returned. Deposits will be forfeited for lost key fobs.

AGREEMENT

THIS AGREEMENT is made between the Harmar Township Board of Supervisors and the below listed Organization or Entity (USER), this ____ day of _____, 20__.

Name of Applicant Organization/Entity

Name of Authorized Representative (PRINT)

On behalf of myself and the named organization above, I/We agree to abide by the policies of the Harmar Township Board of Supervisors regarding the use of the Public Meeting Room. I/We have read and understand all policies regarding fees and other items as hereto within.

Signature of Authorized Representative

Date

TOWNSHIP ADMINISTRATION USE	
Date of Submission _____	Received by: _____
Date of Review/Decision: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Deposit Submitted/Check No. _____	
Key Fob Issued: YES <input type="checkbox"/> NO <input type="checkbox"/>	FOB No. _____
FOB Returned: _____ Date	Deposit Returned: _____ Date