

# HARMAR TOWNSHIP

P: 724. 274. 4550  
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701 Freeport Road  
Cheswick, PA 15024 – 1208

E: admin@harmartownship-pa.gov  
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## APPLICATION FOR THE USE OF THE MICHAEL "MIC" LIBERATI PUBLIC MEETING ROOM

Organization Name: \_\_\_\_\_  
\_\_\_\_\_ Check here if you are a Harmar Township-based/located Organization/Entity

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

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax No. \_\_\_\_\_

Expected number of participants \_\_\_\_\_ Will food or refreshments be served?\* \_\_\_\_\_ Yes \_\_\_\_\_ No

Date of Use: \_\_\_\_\_ Time: \_\_\_\_\_

*The Meeting Room is reserved for Township Boards and Commissions and is unavailable for use on the following days of the month: The 2<sup>nd</sup> Wednesday, and the 4<sup>th</sup> Thursday of each month, the 4<sup>th</sup> Wednesday January through October, and the 3<sup>rd</sup> Wednesday of November and December. A standing reservation is in place for the Primary and General Election days which occur on a Tuesday.*

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

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**THIS AGREEMENT** is made between the Harmar Township Board of Supervisors and the above-listed Organization or Entity (USER), this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. By signing this agreement on behalf of myself and the USER, I/We agree a copy of the Meeting Room Use Policies and Procedures was provided and that I/we agree to abide by all policies regarding fees and other items as hereto within.

\_\_\_\_\_  
Authorized Name Signature

\_\_\_\_\_  
Authorized Name Printed

\_\_\_\_\_  
Date

### TOWNSHIP ADMINISTRATION USE

Date of Submission: \_\_\_\_\_

Date of Review/Decision: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Deposit Check Number/Cash: \_\_\_\_\_

Key Fob Issued: \_\_\_\_\_ YES \_\_\_\_\_ NO

FOB Number: \_\_\_\_\_

Date FOB Returned: \_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_

\*- The consumption and serving of food and beverages is not permitted at the Chamber's Head Table and Seating.

240205

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## **POLICIES AND PROCEDURES FOR MICHAEL "MIC" LIBERATI PUBLIC MEETING ROOM USE**

### **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 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) graciously extends 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 (except 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/or all reasonable accommodations for persons with disabilities to the extent required by the Americans with Disabilities Act.

### **IMPLEMENTING POLICY**

The Township Manager 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.

- No application beyond six (6) months 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.