

## Borough of West Chester Meeting Room Policy

Meeting rooms shall be available for the use of Borough related activities, functions, committee and commission meetings. Borough community groups, non-profit organizations, or service clubs may hold meetings in the Borough Municipal Building subject to this Policy. The Borough Manager reserves the right to cancel and reschedule any reservation at any time.

### Fee Schedule

\$40.00 per meeting, 2 hours maximum

**Rules governing the use of the meeting rooms in the municipal building shall include, but not be limited to, the following:**

1. Meetings may be scheduled Monday through Thursday beginning no earlier than 9:00 AM and ending no later than 9:00 PM
2. Meeting reservations shall be made with no less than 14 days' notice.
3. There shall be no food or beverages permitted in the building.
4. Smoking is prohibited in any Borough building or on any Borough property.
5. Each group/person using the facility shall be financially responsible for any damages caused to the property or its contents. The Borough Manager may revoke reservation privileges as a result of damage to Borough property.
6. Furniture shall be left in the same manner it originally was.
7. Reservations do not include any equipment.

**BOROUGH OF WEST CHESTER  
MUNICIPAL BUILDING ROOM/FACILITIES  
APPLICATION FORM**

The following Meeting Rooms are available:

- Council Chambers – maximum 50 people
- Room #232 – maximum 40 people
- Room #240 – maximum 12 people
- Room #203 – maximum 6 people
- Room #204 – maximum 6 people

Date(s)/Time(s) Requested for use: \_\_\_\_\_

Describe function: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Registered as a **non-profit, charitable organization** with the Commonwealth of PA?

- Yes
- No

Responsible Agent of Organization: \_\_\_\_\_

Responsible Agent Address: \_\_\_\_\_

Responsible Agent Telephone #: \_\_\_\_\_

e-mail address: \_\_\_\_\_

I have read and understand the rules and policies governing the use of the West Chester Municipal Building and as the responsible agent of the above-identified organization accept responsibility and liability for compliance with such rules, including financial responsibility for damage caused to the property or its contents. I hereby release and hold harmless the Borough of West Chester and its agents, officers, and employees from any and all claims for damages or injury relating to the use of the Borough Municipal Building except damages or injuries that are directly caused by the Borough's negligence.

**Responsible Agent Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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**Borough Manager Approval** \_\_\_\_\_

**Date of Approval:** \_\_\_\_\_