

RESOLUTION 91-07

POLICY FOR USE OF THE MUNICIPAL BUILDING

A RESOLUTION ESTABLISHING A POLICY FOR  
USE OF PUBLIC AREAS OF THE  
TOWNSHIP ADMINISTRATION BUILDING

WHEREAS, there are times when the public areas of the administration building are available for use by groups other than township board and commissions; and

WHEREAS, the use by other groups must be so that it does not interfere with the use by township boards or commissions; and

WHEREAS, the use by other groups must be in a manner that the township does not become a benefactor to any organization either incidently or otherwise; particularly when that same benefit cannot be gained by a similar organization; and

WHEREAS, the best method to accomplish all of this is to establish a policy for use of the municipal facilities; and

NOW THEREFORE BE IT AND IT HEREBY IS RESOLVED by the Board of Supervisors of West Bradford Township that the policy for use of the public areas of the West Bradford Township Municipal Building shall be as attached hereto. That policy also contains the rules for use of the facility.

RESOLVED this 9th day of July 1991.

Attest

Jad A. Perry

Board of Supervisors

John H. Baker  
Chairman

R. H. E. Kline  
Vice-Chairman

Don S. Luffey  
Member

RESOLUTION 91-07

RULES FOR USE OF THE MUNICIPAL BUILDING FACILITY

- \* Smoking is prohibited in the Municipal Building.
- \* Use of alcoholic beverages shall be prohibited.
- \* There shall be no serving of food or beverages without prior approval of the Township Manager.  
(There shall be no eating or drinking in the meeting room.)
- \* Each group/person using the facility shall be financially responsible for any damage caused to the property or contents.
- \* Township personnel shall not be responsible to arrange any room or provide any furniture other than that already available in each room.
- \* Room use shall be for meetings only.
- \* The room shall be returned to the same condition as it was found including appropriate clean-up and restoration of chairs/tables to their configuration.  
*original K.L. Johnson*
- \* Groups shall not exceed the occupancy load for any given area, as posted.

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POLICY FOR USE OF MUNICIPAL BUILDING FACILITIES

The public areas of the Township Administration Building shall be available for use by community related groups community based groups, non-profit groups, service clubs, club neighborhood groups and other like organizations, for the purpose of holding meetings.

Community based groups, non-township based groups, service clubs, and other like organizations may use the meeting rooms and shall pay a fee of \$25.00. The fee shall be paid in advance of the scheduled use.

Community related groups and other government agencies may use the facilities at no cost, when available.

Priority for use of the rooms will be given to Township Boards, Commissions and Staff, second to community related groups, thirdly to community based groups on a first come-first service basis, and finally to organizations based outside of the Township.

No regularly scheduled ~~weekly or monthly meetings.~~ *Periodic meetings will be permitted. KIC [Signature]*

The use by Township Boards and Commissions will have precedent over any other use and that other use would be subject to cancellation if a township meeting must be scheduled.

All scheduling will be done through the office of the Township Manager. No use which in the judgement of the Township Manager could cause damage to the township property or disruption of township operations shall be permitted.

The use by any organization shall not imply that West Bradford Township, either directly or indirectly, believes in or subscribes to the philosophy of that organization.

DEFINITIONS:

Community Based Group: A non-profit organization that is located in West Bradford Township with the majority of its members from West Bradford Township.

Community Related Groups: A non-profit organization that receives direct funding from West Bradford Township.

Non-Township Based Group: a non-profit organization that is located outside of West Bradford Township.

Other Government Agencies: Local government agencies, county agencies, state agencies, federal government agencies and the Downingtown Area School District agencies.