

## MEETING ROOM POLICY

Deptford Township encourages community use of the meeting room providing such use does not interfere with the programs and function of the Township. The meeting room is available for use by the community for any public function of an educational, cultural, intellectual or charitable nature. All programs will be open to the public. Organizations meeting periodically will be limited to one reservation per month. Unless requested to do otherwise the meeting room will be set up in rows of chairs with the speaker's table in the front of the room.

### SCHEDULING

The Township shall not attempt to judge the objectives of any group or program not sponsored by the Township and will not assume responsibility for the content of any program. When children under 18 years of age are involved, adequate adult supervision (1 adult to 8 children) must be provided. The Township Clerk may refuse the use of the meeting room if it appears that the use may compromise normal Township usage. Any unusual request will be presented to the Township Clerk for approval.

Priorities in scheduling shall be as follows:

- A. Deptford Township Mayor and Council Meetings and Board Meetings
- B. Deptford Organizations
- C. Organizations from outside of Deptford

### RESERVATIONS

Reservations are not transferable to another group or person not on the original application for reservations. Forms will be provided by the Township. Applicant must be eighteen (18) years of age or older.

Regular Use – Reservations for regular use of the meeting room must be made by organizations at least three weeks in advance. Requests for regular reservations must be in writing and renewed annually.

One Time Use – A reservation for a one-time use of the meeting room will be granted based on the availability of the meeting room at the requested time. Requests will be in writing and at least one week in advance. In case of cancellation, the Clerk's Office must be notified as soon as possible.

Approval – Notification of approval will be given in writing to the person completing the application. The Township Clerk reserves the right to cancel a reservation thirty (30) days in advance.

### USE OF FACILITIES AND EQUIPMENT

Extension of Time – Special permission may be granted in advance to extend programs after 9:00 PM by the Township Clerk. Otherwise all programs and meetings must end by 9:00 PM. If such permission is asked for and granted there will be a \$20.00 fee (pro-rated) to offset the expense of a staff member who remains on duty after 9:00 PM and the operating costs of heat, lights and electricity. All members of an organization must vacate the meeting room and Township building by the time shown on the application form.

Kitchen and Kitchen Equipment – Special permission to use the kitchen and kitchen equipment may be granted in advance by the Township Clerk. If permission is asked for and granted, kitchen and equipment must be left in the condition in which it was found.

Refreshments – Refreshments should be kept at a minimum and any remaining food must be removed from the building, unless permission is granted by the Township Clerk to leave food in the kitchen refrigerator or on the counter in a covered secure container.

#### RESPONSIBILITY OF GROUPS USING THE MEETING ROOM

Entering and Leaving – Groups using the meeting room will enter and leave by the main entrance. Areas other than the meeting room and lavatories will be locked. Except for the lavatories, members of groups using the meeting room will not enter other areas of the Township building prior to open hours or after closing time.

Moving Furniture – Permission may be given to move furniture by the Township Clerk in advance. If permission is given to move furniture, it must be returned to the original placement.

Use of Equipment – Permission may be given to use the township's electronic equipment in advance by the Township Clerk subject to availability of said equipment. Equipment will be set up by township staff.

#### CARE OF THE FACILITY

The Deptford Township Municipal Building and the Township of Deptford are not responsible for accidents, injury, loss of, or damage to supplies, equipment or other items belonging to groups or the members of a group using the meeting room. Any group using the meeting room will leave it in a clean condition. Soap, water, paper towels, brooms and vacuum cleaner are available upon request. Nothing will be tacked, stapled, nailed, glued or taped to the walls, ceiling, furniture or woodwork. Members of the group using the meeting room will pay for or replace damaged or broken township property, which occurred during the time they used the meeting room.

#### NOT PERMITTED

Smoking is not permitted anywhere in the township building, or outside the main township entrance. Smoking is allowable beyond the main entrance. Alcohol, alcoholic beverages and drugs are not permitted anywhere on township property, including the building and parking lot (see alcohol and drug policy). Tipping township employees is not permitted.

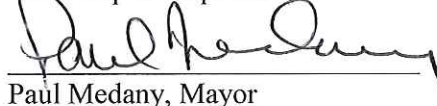
#### APPLICATION DENIAL

The Deptford Township Municipal Clerk reserves the right to deny permission to use the meeting room to any group/person that is disorderly or that violates the above regulations.

ATTEST:

  
Dina L. Zawadski, Township Clerk, RMC, CMC

Township of Deptford

  
Paul Medany, Mayor