



Municipal Facility Use Application

Municipality of Norristown | Office of the Municipal Administrator

All Applicants MUST have their approved permit in their possession at the time in which they intend to use one of the Municipality's facilities

DATE YOU WOULD LIKE TO USE OUR FACILITY:									
GROUP NAME:									
CONTACT NAME:									
CONTACT ADDRESS:									
CITY:			STATE:		ZIP:				
PHONE (HOME):				PHONE (CELL):					
EMAIL:									

Event Category (please check one):

Please Note: a \$75.00 Deposit in addition to the fees listed below is required upon making the reservation

- Resident Individual \$75.00 (3 hours)
 Non-Resident Individual \$125.00 (3 hours)
 Non-profit Organization \$125.00 (3 hours)
 Political Group TBD

Space Requested (please check one):

- Council Conference Room
 Council Chambers

Event Times: Please provide the following times					
Setup Begins:		Event Starts:		Event Ends:	
Estimated Number of Participants:					
PLEASE DESCRIBE THE PURPOSE OF THE USE OF OUR FACILITY BELOW:					

I have read and understand the policy governing the use of the Municipal Facilities and, as the responsible agent for the organization accept full liability for compliance with the policy, including financial responsibility. By signing below I hereby shall indemnify and hold harmless the Municipality, its officers, consultants, elected officials and employees from and against any loss, liability, or damage arising out of, as the result of, or in connection with the group's use of the Facilities, including all costs of defending any claim arising as a result thereof.

SIGNATURE OF APPLICANT:			
DATE SUBMITTED:			



MUNICIPALITY OF NORRISTOWN

MUNICIPAL FACILITY USE POLICY REVISED 2019

The purpose of the policy is to address the use of the Municipality of Norristown Facilities by community-related groups and other government agencies. Use of the facilities is restricted to Municipality-based organizations. Uses which, in the judgment of the Municipal Administrator, could cause damage to Municipality property or disruption of Municipality operations, shall not be permitted.

The Municipality reserves the right to refuse within its sole discretion a facility use request or application. The use of the facilities by any organization shall not imply that Municipality of Norristown, either directly or indirectly, endorses the viewpoints expressed by the organization. Any printed publicity must include the statement "This program is not sponsored by Municipality of Norristown."

1. **PRIORITY SCHEDULING**

Priority for use of the facilities will be given to Municipal Council, Staff, Boards, Commissions, and Committees. Use by any other group is subject to cancellation in the event of a scheduling conflict. Furthermore, the Municipality reserves the right within its sole discretion to cancel any event or use.

2. **RULES & REGULATIONS**

Municipality officials shall have the authority to promulgate additional restrictions and rules;

Food & Drink

- Smoking is prohibited in any municipal facility;
- Use of alcoholic beverages is prohibited;
- There shall be no serving of food or beverages without prior approval from the Municipality;

Use of Public Space

- Groups may NOT charge an admission fee for any event held in the facilities;
- Groups may not use the Municipality logo in promoting or advertising their meeting;
- Groups must agree that any meeting held must be open to the public;
- Groups may not attach or affix any sign, banner or flyer to any wall, ceiling or other piece of municipal property;
- No group may store any item on municipal property without approval from the Municipality;
- Groups shall not exceed the posted occupancy load for any given area;
- The facilities shall be returned to the same condition as it was found including appropriate cleanup, removal of trash, and restoration of chairs/tables to their original configuration;
- It is the responsibility of the person signing as the Responsible Agent of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the Municipality facility;

Payment for Damages/Services

- Groups must agree to pay for any damages to the meeting room, as well as any custodial support provided by the Municipality that is the result of using the municipal meeting room;
- Groups must agree to pay for any special maintenance or security required, as determined by the Municipality;

Advanced Reservations

- Long term reservations of the meeting room are not permitted. Reservations cannot be made more than two (2) months in advance and the meeting room cannot be reserved by the same group or individual more than once in any given month;

3. Insurance Requirements

Any group using the Municipality Facilities shall indemnify and hold harmless the Municipality, its officers, consultants, elected officials and employees from and against any loss, liability, or damage arising out of, as the result of, or in connection with the group's use of the facilities, including all costs of defending any claim arising as a result thereof.

4. Equal Opportunity

All non-Municipality activities taking place in any Municipality facility must be open to all citizens, regardless of age, sex, race, religion, national origin or physical handicap. To the extent necessary, it shall be the responsibility of the group hosting the activity to provide any and all reasonable accommodations for persons with disabilities to the extent required by the Americans with Disabilities Act.

5. Scheduling Procedure

Any group seeking to use the Municipality Facilities shall complete the "Facilities Use Application Form" (*attached*) and submit the form to the Municipal Administrator's Office.

6. Facilities Rental Rates

While the Municipal Hall is a public facility, there are unbudgeted taxpayer costs associated with operating the facility outside normal Municipal business. These costs include overtime pay for custodial staff to be onsite after hours for monitoring, cleanup and preparation for next business day use and utility costs associated with after-hours use. Rather than these costs being absorbed by all taxpayers, the cost will be covered by the applicant.

ORGANIZATION TYPE	Fee (FIRST 3 HOURS)*	SECURITY DEPOSIT
Resident	\$75.00	\$75.00 All Org. Types
Non-Resident	\$125.00	
Non-Profits	\$50.00	

*All groups will be charged an additional \$15 per hour for every hour after the initial three hours