

MEETING ROOM POLICIES AND PROCEDURES

1. General Guidelines

The Bethel Township meeting rooms are designated primarily to meet the operational needs of Township government, and to provide a forum for educational, cultural and civic functions of the Bethel Township community. Celebratory gatherings, private parties, catered events, for profit events and political meetings or functions (excluding the use of the facilities as a polling place for any election) are prohibited.

2. Priorities

In the event of any scheduling conflict, the following priorities will prevail:

- a. Bethel Township Board of Supervisors meetings;
- b. Meetings of Township Boards, Commissions and Committees;
- c. Meetings involving Township staff or employees acting in that capacity
- d. Meetings for non-profit community groups or organizations who organize for educational, cultural or civic purposes.

3. No Endorsement

Use of any Township facility shall not constitute Township endorsement of viewpoints expressed by participant in any program occurring thereat. No advertisement or announcement implying such endorsement shall be permitted.

4. Equal Opportunity

All non-Township activities taking place in any Township 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 an activity to provide any and all reasonable accommodations for persons with disabilities to the extent required by the Americans with Disabilities Act.

5. Restrictions

- a. Organizations using Township facilities shall not use the Township address as their mailing or registered address or direct calls regarding any activity to the Township telephones.
- b. Meetings involving persons under the age of 18 shall be chaperoned.
- c. Smoking is not permitted on Township property.

d. The consumption of alcoholic beverages is not permitted on Township property.

e. Groups using any Township property shall place all trash in the receptacles prior to the end of their activity.

f. Groups may not charge an admission fee for any event held in any Township meeting room.

g. Groups may not attach or affix any sign, banner or flyer to any wall, ceiling or other piece of Township property.

h. No group may store any item on Township property without written approval of the Board of Supervisors.

i. A Group's use of the meeting room shall not interfere with normal Township activities.

6. Miscellaneous Policies

a. Any Group using a Township meeting room shall indemnify and hold harmless the Township, 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 said Group's use of such meeting room, including all costs of defending any claim arising as a result thereof.

b. Liability insurance in the amount of _____ shall be required for groups of ____ or more. Proof of insurance must be provided to the Township no less than five days before such groups' use of the meeting room.

c. The Township shall assume no responsibility for any item, material or equipment any group or individual may leave in a meeting room at the conclusion of any group's use thereof.

7. Revocation or Refusal of Authorization for Use of Meeting Room

There may be times when the use of Township facilities for meeting room purposes is in conflict with the basic role of the Township in servicing the public. In such rare instances, the privilege of using Township facilities may be revoked. The following criteria are exemplary in nature only, and are not intended to be exclusive.

a. Whether the planned meeting is, or meetings by the group planning the meeting have been, conducted in a noisy, disorderly or inflammatory manner (as opposed to a neat, orderly and courteous manner).

- b. Whether the planned meeting is so confrontational or inflammatory in nature that it is likely to embroil other groups or the general public in open conflict, thereby impacting normal Township operations.
- c. Whether the planned size of the meeting threatens the personal safety of the public, Township facilities or Township staff in that it may impact the flow of traffic or create a hazardous degree of congestion.
- d. Whether the activities of the group impact the security of Township facilities.
- e. Whether users abide by the policies governing use of the meeting room.
- f. Whether the anticipated parking demands of the meeting exceed on site parking availability.