

ERECTED INTO A TOWNSHIP IN 1733  
**TOWNSHIP OF WORCESTER**  
AT THE CENTER POINT OF MONTGOMERY COUNTY  
**PENNSYLVANIA**

1721 Valley Forge Road  
P.O. Box 767  
Worcester, PA 19490

Phone (610) 584-1410  
Fax (610) 584-8901

**Municipal Building Use Application**

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

Building Use Fee \$50.00

Requested Meeting Date: \_\_\_\_\_

Starting Time: \_\_\_\_\_

Estimated Ending Time: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

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

Purpose of Organization: \_\_\_\_\_

Purpose/Subject of Meeting: \_\_\_\_\_

\* Applicant/responsible individual who will be present at meeting:

**\* MUST BE A TOWNSHIP RESIDENT, OR AN OFFICER OF A BUSINESS LOCATED IN THE TOWNSHIP**

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (Day) \_\_\_\_\_  
Phone: (Evening) \_\_\_\_\_

I, the undersigned, have read the Township's policy related to the public use of the meeting room at the Fairview Village Assembly Hall, Worcester Township, and agree to the conditions outlined therein.

\_\_\_\_\_  
Signature of Applicant

date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_ Approved, Comments:

\_\_\_\_\_ Denied, Comments:

\_\_\_\_\_  
Township Manager or Designee

Date

## USE OF MUNICIPAL BUILDING POLICY

Certain areas of the municipal buildings are available for use by public township-based groups or organizations based on the following procedures:

1. Interested parties shall contact the office of the Township Manager or his or her designee to confirm availability of the room at least 72 hours and not more than 30 days prior to desired date.
2. The facility available is the Fairview Village Assembly Hall, use of the stage and basement is prohibited. No municipal materials or equipment will be supplied for use.
3. The meeting of the organization shall be open to all residents of the Township free of any admission charge.
4. The Hall may be reserved for a single event. Multiple events or regular use throughout the year is subject to availability and a separate application must be made for each use. Official Township business meetings, scheduled or special, take precedence over other group meetings. On occasion, a rescheduled Township meeting may require the cancellation of outside use on relatively short notice.
5. The facility is available seven days a week from 8:00 A.M. through 10:00 P.M.
6. The Municipal Building "Use Application" shall be completed and filed in the office of the Township Manager, along with two (2) checks payable to Worcester Township:
  - One check for the Building Use Fee in the amount of \$50.00. This fee is non-refundable.
  - One check for the security deposit, in the amount of \$100.00.
7. Repair for any damage to the facility shall be promptly paid by the group. Failure to do so will cause the security deposit to be surrendered to the Township. Additional costs will be recovered in compliance with applicable law.
8. The facility (furniture) shall be returned to its original arrangement and shall be given a general clean-up by the applicant.
9. No food or drink is permitted in the building.
10. Smoking is prohibited in all portions of the building.
11. Future use of the facility can be denied, if prior use by a group or organization caused damage to the Township property or was disruptive to the Township operation.
12. The facility shall not be used for sales promotional events or for commercial activity of any kind, which determination shall be made by the Township, in its sole discretion.
13. Children under 18 must be accompanied by an adult at all times.
14. Religious instruction or services are prohibited.
15. No group may discriminate on the basis of race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or sexual orientation.
16. The building capacity is approximately 85 seats auditorium style and about 40 seats classroom style.

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Applicant's Signature  
(Acknowledge/Understand Use Policy)