

WARWICK TOWNSHIP

CAUCUS ROOM use reservation application. *(this form must be filled out clearly and completely)*

Name of Group/Organization: _____

Nature of Event: _____

Name & Address of Person(s) Assuming Responsibility: _____

_____ Zip code _____

phone N^o. (day) _____ (evening) _____

date/s requested: _____ day/s of week: _____

time: beginning @ _____ AM / PM ending @ _____ AM / PM

Your reservation entitles you to the use of the **CAUCUS** room for the date and times approved. Persons using the **CAUCUS** room have access to the lobby restrooms, but are not permitted in other areas of the building. Applicants are required to abide by the instructions given regarding opening and closing procedures.

Applicants wishing to use the **CAUCUS** room on a seasonal basis are advised that Warwick Township reserves the right to revoke a seasonal use permit: (1) if the condition of the room after the activity is deemed unacceptable; or (2) Township-sponsored activities increase to the point where the room is necessary for such activities; or (3) on occasion, for training and/or meeting purposes, the room must be reserved for Township activities. Every effort will be made to give at least two (2) weeks notice of cancellation.

Persons using the **CAUCUS** facilities of Warwick Township shall adhere to the attached Rules & Regulations. Your signature indicates you are acknowledging receipt of, and compliance with, the Rules & Regulations. You must have your signed permit with you on the day you use the room. A response to this request will be available to you within seven (7) days of application.

"The Township shall not, in any manner or for any cause, be liable or responsible to user for any injury or damage to him/her or anyone in his/her charge or his/her goods or other property brought upon the building premises, and any and all claims for such injury or damages are hereby waived."

This application is **NON-TRANSFERRABLE**.

I understand that any request for a change of date, location or time for room use may not be accommodated by Warwick Township. I have also read and understand the Rules and Regulations on the reverse side of this application.

signature of responsible person

date

NOTE: *Township Rooms are not available on Election Day or holidays when the building is closed.*

Township Use Only

Approved _____
Date

Signature of Warwick Representative

Denied Fee Received: _____

RULES AND REGULATIONS

For Use of Warwick Township Meeting Rooms

1. Group leader filing permit is responsible for the room. All reservations should be made one week in advance. Reservations are made on a first come, first serve basis.
2. I will only accept applications from the Group Leader of an organization.
3. The Police will open and lock the room during off hours. If the building is locked when you arrive, please contact the police dispatcher at 215/343-0100 and request the room be opened for your group. It is suggested that you (the group leader) arrive 15 minutes prior to your scheduled activity.
4. Groups may use the table and chairs available in the room. **THE ROOM MUST BE RETURNED TO IT'S ORIGINAL SETTING BEFORE YOU GO.**
5. Your group must clean up any trash or debris before leaving the facility. Any food items must be removed from the facility.
6. Please check the bathrooms before leaving, as you are also responsible for your group using these facilities.
7. If you find the room in unsatisfactory condition upon arrival, please notify Sarah Prebis, in writing.
8. **DO NOT PROP THE DOOR OPEN.**
9. No group may congregate in the hallways or keep the interior door open during regular business hours.
10. Township rooms are not available on Election Day or holidays during which Township Offices are closed.
11. The **COMMUNITY** room may be used by Township Groups who have made application, paid any applicable fees and been approved. The limit for this room is 40 people.
12. The **CAUCUS** room is limited to 10 people.
13. The **MAIN MEETING** room use must be approved by the Township Manager and is limited to 90 people.
14. Township Departments have priority on any non-reserved time
15. NON-PROFIT groups must have 50% Township resident participation. (*Rosters required*).
16. Any groups that accept public membership must be open to all Warwick Township residents.
17. Fees: **Profit Groups and NON-Profit Groups and Residents:**
 - a. The fee for any group is \$10 per hour. **THERE ARE NO EXCEPTIONS.**
 - b. This check or cash must be presented to the township at least one week prior to the event.
 - c. All fees are due at time of application
 - d. There must be a separate application presented for each use of our facility.
18. Cancellation Policy
 - a. If you need to cancel the use of the room for any reason, you must do so 2 weeks prior to your scheduled date.
 - b. You're money will be returned to you minus a \$10 administrative fee.
 - c. This needs to be presented in writing to Sarah Prebis.
19. A permit must be obtained from the Township before the erection of any signs in the Township. Sign permit applications are available at the Administration Building or online at: <http://www.warwickbucks.org/permits/permits1.htm>. The rules governing sign size and placement are found in Article XXI of the Warwick Township Code, which is available online at: <http://www.ecode360.com/?custId=WA1313>.

Signature of Group Leader

Date

*NOTE: if these rules are not met, you will receive 2 verbal warnings and then will not be permitted to use Warwick Township's Facility.