

## Township of Moorestown Meeting Room Policies, Rules & Regulations

- A. Library Meeting Rooms:** The Township Meeting Rooms (known as Meeting Room A and Meeting Room B) are available for use only during those hours when a member of the Township or Library Staff is on duty.
- B. Township Meeting Rooms:** The Township Meeting Rooms (known as Council Chambers and Donut Room) are available for use only by the Township Boards and Committees.
- C. Use:** Use of the Meeting Rooms may be made by any Library/Township Board or Committee; Library/Township sponsored programs and by any Library/Township Official Group or Association formally organized within the Township for cultural purposes, specifically excluding those organizations where the nature of whose activities makes the Room unsuitable for their purposes.
- D. Booking Priorities:** Functions in the Meeting Rooms will be approved according to the following priorities:
1. Township / Library Boards & Committees
  2. Township / Library Sponsored Programs
- E. Group Definition:** Any "Group" referred to hereafter, shall be considered any organization not listed in paragraph "D." above. (Groups may include, civic groups, service clubs, non-profit/charitable organizations.) The Township reserves the right to deny any request at its discretion.
- F. Prohibited Group Activities Include:**
1. Political organizations may hold meetings open to the general public, however, **Political Campaigning** is prohibited.
  2. Solicitation of Donations
  3. Selling of Items / Memberships
- G. Meeting Room Rules:**
- a) The Township will not provide any special services such as the setting up of furniture or equipment, nor will the Township provide any equipment (other than the Meeting Room, tables, chairs and access to installed AV equipment).
  - b) Each Group shall be responsible for setting up the Meeting Room to meet its own requirements, and for returning the Meeting Room to its original condition at the conclusion of the meeting.
  - c) Each Group assumes full responsibility for the room and/or damaged equipment and agrees to pay immediate restitution for damages to the Township. Those using the facility are responsible for crowd control, discipline, admission, arrangement, ushering and care of the property.
  - d) No materials or decorations may be attached to the walls or floors by tape, tacks or any other means.
  - e) Minors are not allowed to use the rooms without adult supervision from the sponsoring organization.
  - f) No refreshments may be served in any of the Meeting Rooms without written consent. Food is allowed in designated areas only. Beverages are allowed in sealed containers only. No alcoholic beverages may be sold, supplied or consumed on the premises. There shall be no smoking in the Meeting Rooms or any other part of the Municipal Complex.
  - g) No Group shall be permitted to charge an admission fee, solicit donations or sell any items for profit or charity at any activity in the Meeting Rooms. All meetings shall be open to the general public.

h) It is understood further that the Township of Moorestown assumes no responsibility whatsoever for any property placed in the meeting rooms in connection with the meeting and that the Township of Moorestown is hereby expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by the reason of a meeting.

**H. Recurring Reservations:** No Group shall be regularly scheduled for use of the Meeting Rooms more frequently than once a month. All recurring reservations must be renewed quarterly (Jan. 1, April 1, July 1 and Oct. 1--for the three months following each respective date). Which means you can only reserve meeting space for 3 month segments.

**I. Fees:** A usage fee will be charged to each Group for each Meeting Room use, excepting the Township/Library Boards & Committees, Township/Library Sponsored Programs or Township/Library Official Organizations. **Fees will be due no less than five (5) days prior to the date of the meeting. Payment should be made by check, payable to the Township of Moorestown and submitted to the Township Manager.** Any Groups using the meeting rooms shall be held financially responsible for all damages to Township property which result from the use of the Meeting Room.

**J. Advertising:** The Township's name shall not be used to suggest co-sponsorship or endorsement of any activity without prior written approval by the Township Manager or Library Director.

**K. Insurance: Certificate of Insurance shall be provided by each Group as follows:**

- a) The Certificate of Insurance shall name the Township of Moorestown as an additional insured.
- b) The Certificate of Insurance for non-profit/charitable Groups must evidence a minimum of \$300,000 per occurrence General Liability Insurance, written on an occurrence basis and \$1,000,000 in the aggregate for bodily injury and property damage.
- c) A duly authenticated Certificate of Insurance shall be provided to the Township no less than 5 days prior to the use of said room/equipment.
- d) The Certificate should provide for thirty day (30) notice of cancellation. Any Certificate of Insurance limited to a specific event or date is **NOT** acceptable.
- e) Hold Harmless Agreement must be signed by an authorized representative of the Group and submitted with a Certificate of Insurance prior to using the facility.

**L. Disclaimer of Warranties and Liability:** The Group acknowledges that it has inspected or been afforded an opportunity to inspect the room/equipment, that the room/equipment is made available under this agreement to the Group in "As Is" condition, and that the Township makes no representations or warranties, express or implied, as to any matter whatsoever, including but not limited to warranties as to the condition of the room/equipment, its merchantability or its fitness for any particular purpose. The Township shall not be liable to the Group or any third party for any direct, indirect, consequential, punitive, or other damages incurred by the Group or any third party resulting from use of the room/equipment.

**M. Cancellation Policy:** A 72 hour cancellation policy will be in effect, after which no refunds will be granted. Exceptions will be made for unforeseeable severe weather and/or circumstances.

**N. Breach of Agreement by Group:** In the event of a breach by the Group of any term or condition of this Agreement, including, without limitation, a failure to pay the Fees when due, the Township may, by notice to the Group, declare this Agreement terminated, enter into possession of all parts of the room/equipment, retain all Fees or sums of money previously received by the Township hereof and, in addition thereto, be entitled to any other damages or remedies at law or in equity. In the event of such a breach, the Group shall immediately vacate the room/equipment and any property of the Group may be removed by the Township from the room/equipment, by force or otherwise.

**O. Breach of Agreement by Township:** In the event a breach by the Township of its obligations under this Agreement, the liability of the Township shall be limited to repayment of the amount of any Fees paid by the Group.

**P. Non-Discrimination:** The Township does not discriminate against any person or group on the basis of age, color, disability, gender, gender identity, marital status, national or ethnic origin, race, religion, sexual orientation or veteran status in the admission to or enjoyment of the use of its facilities. Groups shall not so discriminate in its activities under this Agreement.

**Q. Application:** Requests for the use of a Meeting Room must be made by completing the below application and submitted to the Meeting Room Coordinator via email [irusso@moorestown.nj.us](mailto:irusso@moorestown.nj.us) for approval not less than ten days prior to the anticipated meeting date. Questionable applications will be referred by the Meeting Room Coordinator to the Township Manager for interpretation or exception as the occasion arises.

Requestor Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

Contact email: \_\_\_\_\_ Alternate email: \_\_\_\_\_

Please explain what the organization plans to use the meeting room for: \_\_\_\_\_

\_\_\_\_\_

Meeting Room Requested	Date(s)	Time Begin	Time End	Total Price for Room Rental
Meeting Room A (Seats 80) Price/First 2 Hours \$80.00 Each Additional Hour or part thereof \$40.00				
Meeting Room B (Seats 40) Price/First 2 Hours \$50.00 Each Additional Hour or part thereof \$25.00				
Meeting Rooms A & B (Seats 120) Price/First 2 Hours \$150.00 Each Additional Hour or part thereof \$ 75.00				
Donut Room (Seats 20) Unavailable				
Council Chambers (Seats 130) Unavailable				

I certify that I have read the above policy and that my organization meets the requirements and will comply with the terms of said policy, rules and regulations.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## Indemnity Clause (Hold Harmless Agreement)

To the fullest extent permitted by law, \_\_\_\_\_ (name of Group) agrees to defend, pay on behalf of, indemnify and hold harmless the Township of Moorestown, its elected and appointed officials, its agents, employees, volunteers and others working on behalf of the Township of Moorestown against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Township of Moorestown, its elected and appointed officials, its agents, employees, volunteers or others working on behalf of the Township of property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

By: \_\_\_\_\_  
Authorized Representative for the Group

\_\_\_\_\_  
For the Township

Sworn to, before me this \_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_.

Sworn to, before me this \_\_\_\_ day of  
\_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Notary

### Township Checklist:

- |   |                          |                       |
|---|--------------------------|-----------------------|
| 1. Application Received & Signed              | <input type="checkbox"/> | Date Rec'd. _____     |
| 2. Hold Harmless Agreement Signed & Notarized | <input type="checkbox"/> | Date Rec'd. _____     |
| 3. Certificate of Insurance                   | <input type="checkbox"/> | Expiration Date _____ |
| 4. Payment Received                           | <input type="checkbox"/> | Date Rec'd. _____     |

Request for Reduction in Rental Fee by Applicant:

Email request to and state your reasons for reduction: [lrusso@moorestown.nj.us](mailto:lrusso@moorestown.nj.us)

#### TOWNSHIP TO COMPLETE:

Justification for reducing fee: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Fee \$ \_\_\_\_\_