

THE BOROUGH OF RED HILL  
FACILITY USE APPLICATION

**Applicant Information**

Name of Organization/Applicant: \_\_\_\_\_

Applicant Type: Non-Profit  For-Profit  Other (Please explain): \_\_\_\_\_

Contact Person ("Applicant"): \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ (2): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Event Information**

Event Name: \_\_\_\_\_ Type of Event/Purpose: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start and End Times: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Fire Marshal Review:  Approved \_\_\_\_\_  Denied \_\_\_\_\_

Food/Beverages: No meals may be served. Light snacks and beverages may be permitted for groups of adults upon request. List of snacks/beverages: \_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_  Denied \_\_\_\_\_  
Initials Initials

List outside equipment to be used: \_\_\_\_\_

\_\_\_\_\_

Approved \_\_\_\_\_  Denied \_\_\_\_\_  
Initials Initials

**Additional Comments/Requests**

\_\_\_\_\_

\_\_\_\_\_

By signing this form I agree to the following:

Application Approval: Facilities are available on a first-come/first-served basis to eligible applicants. This application must be completed and approved before you can use the facility, The Borough of Red Hill has the right to preempt or cancel any event due to official Borough of Red Hill business such as Borough Council or Planning Commission meetings, Zoning Hearings, Emergency Operation Center use, staff functions or emergency maintenance or repair.

Waiver I/we agree to assume any costs incurred to restore the facility to its original condition as a result of our use of the facility, and I/we also agree to use the facility at our own risk and hold the Borough harmless of any claims.

Facility Use Policy: I/we have read and agree to abide by the Facility Use Policy.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Borough of Red Hill  
Borough Building Facility Use Policy

ELIGIBILITY:

Borough Hall facilities may only be used by:

1. Borough of Red Hill (Red Hill) government entities.
2. Federal, state or other local government entities.
3. Red Hill or regional civic/non-profit groups whose efforts directly affect the welfare or betterment of the community.
4. Red Hill based business associations, homeowner associations, or neighborhood associations.
5. Montgomery County Board of Elections for the conduct of Elections.
6. Wedding ceremonies performed by Borough of Red Hill Mayor (no receptions).

NON-ELIGIBLE ACTIVITIES:

1. Commercial activities or the solicitation of funds.
2. Politically partisan meetings or campaign activities. The prohibition does not apply to the following:
  - a. Non-partisan candidate forums sponsored by an independent, non-partisan organization such as the League of Woman Voters or Chamber of Commerce and that are available on an equal basis to all candidates for a specified office.
  - b. "Town Hall" meetings sponsored by an elected official for the purpose of informing constituents in Red Hill about programs, decisions, and other matters related to the official business and duties of the public official, provided the official does not solicit political support, votes or financial assistance during the meeting.
3. Personal use such as birthday parties, showers, etc.
4. Religious activities or use by religious organizations.
5. Use by any non-government organization more than 8 times per year.
6. Any applicant or event deemed contrary to the best interests of the Borough of Red Hill or its residents.

AVAILABILITY:

The Red Hill Borough Hall, Council Chambers, Conference Room, Lobby and Restrooms are available to eligible parties on a first-come/first-served basis from 8:00 a.m. to 10:00 p.m. provided use by any outside organization does not conflict with Borough business or regularly scheduled or specially scheduled Borough meetings. The Borough offices and kitchen will not be made available and must remain locked.

PREEMPTION AND CANCELLATION:

The Borough Council and/or Borough Manager has the authority to preempt or cancel any previously scheduled meetings of outside organizations when the use of Borough Hall is needed by the Borough of Red Hill.

DAMAGE DEPOSIT:

A damage deposit is required for using the Borough Hall. This fee is set by the Borough Council from time to time.

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Borough Building Facility Use Policy

CERTIFICATE OF INSURANCE:

Outside organizations must present a certificate of insurance listing the Borough of Red Hill as Certificate Holder certifying liability coverage in the amount of \$1,000,000 or more prior to use of the facility.

RULES:

Failure to comply with facility use rules may result in suspension of future facility use privileges.

1. Each organization must apply through an applicant who must be 18 years of age or older.
2. The applicant must complete and sign the application form provided by the Borough in order to request a facility reservation. Reservations must be approved by the Borough Council or designee.
3. The applicant agrees to use the facility at their own risk and hold the Borough harmless.
4. Facilities cannot be reserved more than one year in advance.
5. For reservations outside normal business hours an access key will be issued allowing entrance to the building. It is the facility user's responsibility to pick up and return this key. The facility user will have to monitor the entrance to allow individuals access to the building. Doors cannot be blocked open.
6. Alcoholic beverages and tobacco products are prohibited.
7. Animals are prohibited, with the exception of service animals.
8. No outside equipment shall be brought into the facility without prior approval.
9. No equipment or electronics shall be used without being requested on the application.
10. No furniture or equipment may be moved or removed from the building without prior approval.
11. No food or beverages are allowed to be consumed except as approved by the Borough on an approved application.
12. The facility must be returned to its original condition following an event. Any cost incurred by the Borough to return the facility to its original condition will be drawn from the damage deposit or billed to the facility user. Damage or cleanliness issues discovered prior to using the facility must be reported to the Borough Manager during regular business hours or to the Borough's General Office voicemail after hours.
13. Keys must be left at the Reception station immediately following the event.
14. Applicant must observe occupancy limitations.
15. The applicant shall be responsible for securing the building including closing all windows and setting all doors to lock automatically upon exit. There shall be no re-access after the event.

