



# UPPER MERION TOWNSHIP FACILITY RESERVATION REQUEST FORM

DATE OF REQUEST	DATE(S) NEEDED	DAY(S) OF WEEK	S	M	T	W	T	F	S
TIMES: START SET-UP	AM PM	START MEETING	AM PM	END MEETING	AM PM	END CLEAN-UP	AM PM		

ORGANIZATION'S FULL NAME & ADDRESS ----- -----	CONTACT NAME AND TITLE:	CELL
		PHONE
	E-MAIL	FAX

ROOM(S) NEEDED  FREEDOM HALL  VALLEY FORGE  ADMIN. CONF. ROOM  LOWER LOBBY  UPPER ATRIUM  
 UPPER ATRIUM  HENDERSON  A101  OTHER: -----

PLEASE CHECK ALL APPROPRIATE ITEMS DESCRIBING PROGRAM(S) TO BE PRESENTED:

<input type="checkbox"/> PROFESSIONAL	<input type="checkbox"/> SOCIAL	<input type="checkbox"/> CHILDREN'S GROUP	<input type="checkbox"/> CIVIC ASSOCIATION	GOV'T AGENCY
<input type="checkbox"/> SERVICE CLUB	<input type="checkbox"/> CULTURAL	<input type="checkbox"/> TWP REC ORG / ASSOC.	<input type="checkbox"/> HOME OWNERS ASSOCIATION	<input type="checkbox"/> SCHOOL
<input type="checkbox"/> BOY SCOUTS	<input type="checkbox"/> MOVIE	<input type="checkbox"/> JURY OF VIEW	<input type="checkbox"/> NON-PARTISAN OR	<input type="checkbox"/> FEDERAL
<input type="checkbox"/> GIRL SCOUTS	<input type="checkbox"/> EXHIBITION	<input type="checkbox"/> MEMBERSHIP MEETING	BI-PARTISAN ORGANIZATION	<input type="checkbox"/> STATE
<input type="checkbox"/> SPORTS ORG	<input type="checkbox"/> OTHER - PLEASE DESCRIBE: -----			<input type="checkbox"/> COUNTY
				<input type="checkbox"/> LOCAL

Approximate attendance \_\_\_\_\_

PURPOSE FOR USE:  
-----  
-----  
-----  
-----

Will any special equipment be brought into the facility? YES NO

IF YES, PLEASE DESCRIBE:  
-----  
-----  
-----  
-----

DRAW SET-UP NEEDED IN SPACE BELOW: Include location & number of tables & chairs, as well as any special equipment being brought into the room.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Granting permission to use township facility does not in any way constitute an endorsement of the individual's or organization's policies or beliefs by the township board of supervisors.

The township reserves the right to deny any and all applications for the use of township facility.

State certification indicating "non-profit" status must be attached to this application.

Please provide Tax Exemption Number: \_\_\_\_\_

I have read the rules & regulations for the use of the Township's facilities and accept responsibility for same: \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

CONFIRMED DATE: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

CC:  BUILDING MAINTENANCE  
 INFORMATION TECHNOLOGY  
 TELEVISION SERVICES  
 OTHER: \_\_\_\_\_

OFFICE USE ONLY	APPLICATION STATUS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	INITIALS
	DETAILS OF STATUS INDICATED ON FORM ABOVE	



# UPPER MERION TOWNSHIP FACILITY USE FEE SCHEDULE AND CALCULATION FORM

## RESERVATION GUIDELINES

A 30-day notice is required for room reservations.

Cancellations require 24 hour notice and are subject to a \$25.00 fee. Late cancellations or "no shows" will be charged the full "Per Use" fee.

Freedom Hall - Use only once daily unless same set up.

Administrative Conference Room & Atrium Conference Room are not available on weekdays from 8:00 a.m. to 6:00 p.m.

"Per Use" fee is based on a maximum of four hours. Use in excess of four hours will be twice the use fee.

Township facilities are not available for use on Fridays, Saturdays or Sundays.

Fee must be paid in advance. Make checks payable to "Upper Merion Township". All checks returned from the bank for "insufficient funds" will be assessed a service charge of \$35 per check.

Township Sponsored Programs/Registration Fee Paid: Fee is calculated based on the number of uses for a particular program. Fee will then be included in the activity/registration fee being charged for the program.

## USER CATEGORIES

- A: Township Non-Profit: 1st use/year, NO FEE. Pay "Per Use" fee as listed and calculated below there after.  
 B: Non-Township Non-Profit: Pay "Per Use" fee as listed and calculated below.  
 C: Gov. or Charitable Entities: NO FEE. Agency/Organization qualifies if:  
 1) It provides services to residents  
 2) It provides training to Township employees  
 3) The Township is a member

ROOM NAME	CODE	TOWNSHIP	NON-TOWNSHIP	CAPACITY
Freedom Hall	(FH)	\$200.00	\$300.00	150 Theater 75 Classroom
Henderson Room	(HR)	\$125.00	\$200.00	35 Theater 21 Classroom
Valley Forge Room	(VF)	\$125.00	\$200.00	35 Theater 21 Classroom
Administration Conference Room	(ACR)	\$ 70.00	\$100.00	15 Conference Table Only
Atrium Conference Room	(A101)	\$ 70.00	\$100.00	15 Conference Table Only
Upper Level Atrium	(ULA)	\$ 60.00	\$ 85.00	
Lower Level Lobby	(LLL)	\$ 60.00	\$ 85.00	

## OFFICE USE ONLY

Approved  Denied Date: \_\_\_\_\_ By: \_\_\_\_\_  
 Date Notified: \_\_\_\_\_ By:  E-Mail  Mail  Phone

## NOTES:

## APPLICABLE FEES:

Category:	A	B	C
Room(s)	FH	HR	VF ULA
Assigned:	ACR	A101	LLL
Use Fee(s):	\$ _____		
Exceed four-hour max:	\$ _____		
Late Cancellation:	\$ _____		
Returned Check:	\$ _____		
Other:	_____ \$ _____		
<b>TOTAL:</b>	<b>\$ _____</b>		

## RETURN APPLICATION TO:

Upper Merion Township  
 175 West Valley Forge Road  
 King of Prussia, PA 19406  
 Attn: Administration Receptionist

## CONTACT NUMBERS:

Phone Number: 610-265-2600  
 Fax Number: 610-265-0482



# RULES AND REGULATIONS FOR USE OF TOWNSHIP FACILITY

PAGE 3 OF 4  
EFFECTIVE JANUARY 2022  
**FOR PUBLIC USE**

Township meetings, programs and activities have **PRIORITY** over any other scheduled uses. Applicants will be notified of any conflict and cancellation of use of public room(s). A township emergency will displace a scheduled use immediately and without notice.

Governmental agencies will be exempt from payment of fees.

Restroom facilities are located on both upper and lower levels in the township building.

There are no vending machines available to the public in the township building.

It is the responsibility of each individual, group or organization using the public room(s) to rearrange the chairs, tables, etc. after use. All lights must be turned OFF and debris, other than that which can be placed into the wastebasket, must be removed.

Public rooms shall be left in a neat, clean and orderly condition. If not, the individual, group or organization will be notified that continued offense will result in its being denied access to the facility.

The individual, group or organization is responsible for any damage incurred while using the facility.

Users may provide and operate their own projector or related equipment. All equipment of any kind and any other materials and supplies required for an applicant's specific use must be provided by the applicant.

Marker and pin-up boards may be available in a limited number of public rooms. Special markers will be provided for use on the white marker boards. Some marker boards may be tiled to serve as projection screens.

Storage facilities will not be provided to any individual, group or organization.

Facilities/public rooms are available between the hours of 8:00 A.M. and 10:00 P.M., Monday through Friday.

Township staff will not accept calls for person(s) using Township facilities.

The following are prohibited in Township facilities:

- Use of the Supervisors' desk.

- Pets of any nature, smoking and alcoholic beverages.

- Group activities involving more than normal wear and tear on public rooms will not be permitted (i.e. classes in handicraft projects involving paint or other materials which might cause damage).

- Sale of merchandise or other materials is prohibited on the premises.

- Preparation, serving or consumption of refreshments is not permitted in the facilities.

- Worship services of any kind.

## **TOWNSHIP BUILDING PARKING**

**Day meetings/programs** (between 9:00 A.M. and 5:00 P.M.)

Parking will take place on the upper level near the main entrance to the building. Enforcement of the 15-minute parking signs at the Valley Forge Road entrance to the building will be at the discretion of the Township.

**Evening meetings/programs** (after 5:00 P.M.)

Parking will take place on the middle and upper levels near the main entrance to the building. Enforcement of the Supervisors parking signs at the Valley Forge Road entrance to the building will be at the discretion of the Township.

We would appreciate your encouraging the participants of the meetings, programs or activities, to car-pool.



# UPPER MERION TOWNSHIP RELEASE FORM

This Release Form must be signed and submitted along with the Facility Reservation Request Form.

KNOW ALL MEN BY THESE PRESENTS THAT, INTENDING TO BE LEGALLY BOUND  
HEREBY,

\_\_\_\_\_  
(Name of individual, group or organization)

agrees to hold harmless and indemnify the Township of Upper Merion, its supervisors, directors, managers, officers, agents, employees and contractors (the "Township"), from and against any and all liability, loss, damage, expense, actions, causes of action, suits, claims or judgments arising from, resulting from, or based on the use, occupation or enjoyment by

\_\_\_\_\_  
(Name of individual, group or organization)

of real property or personal property or fixtures or facilities owned or occupied or leased or held by the

Township; and said \_\_\_\_\_

\_\_\_\_\_  
(Name of individual, group or organization)

shall, at its own cost and expense, defend any and all suits which may be brought against the Township either alone or in conjunction with others, upon any such liability or claim or cause of action and shall satisfy, pay and discharge any and all judgments that may be recovered against the Township in such action(s) or suit(s).

\_\_\_\_\_  
(Name of individual, group or organization)

\_\_\_\_\_  
(Signature of individual or authorized agent)

\_\_\_\_\_  
(Date)