

BOROUGH FACILITY USE RENTAL INSTRUCTIONS

Initialed Policy, Application, and Fees must be submitted to:

Malvern Borough Administration

1 East First Avenue, Suite 3, Malvern, PA 19355

(Mon-Fri; 9:00AM – 12:00PM, 1:00PM – 5:00PM)

I. POLICY

Malvern Borough recognizes the benefit of providing approved groups/organizations the use of Borough meeting room facilities to conduct lawful business that supports the municipal purposes of the Borough, as defined. Use of facilities for non-municipal purposes and/or for-a-fee events shall require approval by the Borough Manager or his/her designee.

Requests for use of facilities shall be in writing and be submitted to the Borough Administration office. Use of the facilities must be in accordance with the Borough's Regulations Facility Use Policy. Such use of facilities shall not interfere with Borough activity or operations and shall, at all times, be subject to the conveniences, requirements, and activities of the Borough. The Borough believes that a fee is appropriate, in some circumstances, to recover the Borough's costs. The Borough reserves the right to refuse any application for cause.

- No tobacco, alcohol, or drug use is permitted within any Borough facility.
- Parking is not guaranteed for attendees of meetings held in municipal facilities. Attendees should be directed to the Borough Police Department for a guide to downtown parking resources.
- No supplies will be offered or copies will be made. All supplies or equipment should be brought with you. If you should need assistance during your meeting, please go to Rom 324, Administration.
- Exceptions to the regulations require the approval of the Borough Manager or Borough Council.

II. DEFINITIONS

1. **Municipal Purposes**: includes the discussion of official Borough business requested by Council or staff; official use by other governmental agencies including the Commonwealth of Pennsylvania, and other local governments to discuss business matters in which the Malvern Borough has an interest; meetings by groups in which the Borough has official representation; political groups meeting for the purpose of discussing Borough elections and Borough candidates. "Municipal Purposes" include meetings of Community based groups, Borough Neighborhood Associations and Social Service Agencies as defined below.

2. **Community-Based Groups:** include non-profit social service agencies of social services available to and used by citizens of the Borough; business meetings of Homeowners' Associations; non-profit interest groups organized in the Malvern Borough specifically to deal with issues of preservation of the environment, planning, and the protection of human rights and welfare.
3. **Social Service Agencies:** are nonprofit social service agencies providing basic human services or recreational services to Borough residents. Typically, the social services are provided under contract with the federal, state, or county governments. If these services were not provided by the social service agencies, it is likely the Borough, County, or Commonwealth would provide the service.
4. **Non-Municipal Purposes:** are proceedings not falling under the scope of "Municipal Purposes" defined above. Non-municipal purposes include the conduct of training programs open to agencies other than the Malvern Borough or recognized community-based groups or Social Service Agencies that were not specifically requested by or attended by such groups.

III. RULES

1. Any person failing to comply with the established rules and regulations or violating any federal, state, or local law or regulation may be required to leave the premises.
2. Tables and chairs are to be used indoors only and only for the specific use for which they are intended. At no time should anyone stand on tables or chairs, or sit on tables. All tables and chairs must be returned to their original arrangement. Relocating tables and chairs from other rooms is prohibited.
3. Approved reservations cannot be transferred, assigned, or sublet.
4. For non-municipal uses, user or designee must be present during all hours of scheduled event.
5. Facilities must be left by the using organizations in the condition in which they were found.
6. Facilities should be free of all litter and the furniture returned to its original position. Failure to do so will result in the assessment of custodial charges and associated overhead.
7. Damage to furniture, fixtures, walls, or floors must be reported to the Borough within 12 hours of the occurrence of the damage. Costs to clean or repair damage will be invoiced to the organization using the facility. Such costs shall be billed to the group using the facility and shall be paid in full within 30 days of the date of the invoice. Failure to pay within 30 days shall result in an additional penalty of 1% per month on the unpaid balance. The Borough reserves the right to file suit to collect damages.
8. No alcohol, tobacco, or drug use is permitted in Borough facilities.
9. Open flames of any kind are prohibited.

10. Failure to comply with the rules for facility use may disqualify the user from further use of Borough facilities.
11. Any group denied use of Borough facilities that believes said denial is not in accord with this policy may appeal such denial to Borough Council.
12. No supplies will be offered or copies will be made. All supplies or equipment should be brought with you. If you should need assistance during your meeting, please go to Borough Administration.

III. HOURS OF USE

1. **Monday through Friday** (non-holidays): No event can begin prior to 9:00 a.m. or end past 5:00 p.m. without the approval of the Borough Manager's Office.
2. **Saturday** (non-holidays): No event can occur without the approval of the Borough Manager and the Malvern Borough Police Chief. If approved, available hours: 9:00 a.m. to 5:00 p.m.
3. **Sunday**: No events may be scheduled on Sundays.
4. Facilities are not available for use when a holiday is observed and offices are closed, NO EXCEPTIONS.
5. Due to possible inclement weather events, the Borough Hall may close early, open late, or not open for the day – IT IS THE APPLICANT'S RESPONSIBILITY TO COMMUNICATE WITH THE BOROUGH TO LEARN OF POSSIBLE CHANGES TO HOURS OF OPERATION.
6. The hours reserved must include set-up and clean-up time. All individuals associated with the event must vacate the facility by the indicated ending time. The hours for an event may not be extended without approval of the Borough Manager.

IV. RESERVATIONS

1. An application must be completed and submitted to the Borough Administration Office located at 1 East First Avenue, Suite 3, Malvern, PA 19355. This application can be obtained using the Borough's web page at www.malvern.org.
2. Reservations for events taking place during normal Facility Use Hours described in #3 above must be made no less than two weeks in advance and no more than six months in advance. Reservations may be accepted with less than two weeks' notice at the discretion of the Borough Manager or his/her designee if facilities and staff are available.
3. Reservations are addressed in the order received.
4. Reservations for use outside normal Facility Use Hours described in #3 above must be made no less than 30 calendar days in advance.

5. Reservations notwithstanding, the Borough of Malvern reserves the right to cancel any event scheduled if facilities are required for the conduct of official business of the municipality.
6. Facilities may not be reserved for recurring regular meetings for non-municipal purposes. Groups must submit an application for each use and are not guaranteed availability.
7. The Borough reserves the right to deny any request for cause. Reasons for denial include failure to comply with the Borough's Facility Use Policy and Regulations; conflicts in facility use; the lack of Borough staff available to be present during an event.
8. Cancellations will only be accepted from the permittee (the person who signed the reservation application). Every effort should be made to cancel meetings by calling the Borough Administration Office (610-644-2602) no less than one week (7 days) prior to the scheduled event. Cancellations less than one full business day prior to the event will forfeit deposit if the Borough has incurred a cost as a result of the scheduled event.
9. The Borough Manager has the right to waive at any time requirements of this section.

V. FEES

1. **Events for municipal purposes:** Rental fees will not be charged to groups meeting for municipal purposes if the facilities are left in a clean condition and arranged in the same manner that existed prior to the groups use. Any group that fails to comply with this policy will be charged for required custodial services. Any damage to furniture, fixtures, walls, and/or carpets/floors will be repaired and the cost invoiced to the group using the facilities (see General Regulations). Any group meeting for municipal purposes outside the Facility Use Hours in #3 above will be charged a fee to cover the cost of scheduling staff.
2. **Events for non-municipal purposes:** Room deposit is required based on the Fee Schedule. Rental fees for groups meeting for non-municipal purposes shall be charged as indicated in the approved Fee Schedule. Groups are expected to leave the facilities in a clean condition, arranged in the same manner that existed prior to the groups use. Any group that fails to comply with this regulation will forfeit their deposit. Additional amounts may be charged for custodial services required based on established time and materials rates for time required. Any damage to furniture, fixtures, and/or carpets/floors will be repaired and invoiced to the group using the facilities (see General Regulations).
3. **For-a-fee events:** Deposits and rental fees for all for-a-fee events will be charged as indicated below regardless of the municipal or non-municipal purpose of the event.
4. All rental fees are due and payable prior to room occupancy. Rental fees are refundable with no less than one week (7 days) notice to the Borough Manager's Office.
5. Invoices not paid within 30 days will be subject to a 2% late fee per month. Groups with unpaid invoices over 30 days will be denied the use of Borough facilities until all invoices are paid.

BOROUGH FACILITY USE RENTAL APPLICATION

Initialed Policy, Application, and Fees must be submitted to:

Malvern Borough Administration

1 East First Avenue, Suite 3, Malvern, PA 19355

(Mon-Fri; 9:00AM – 12:00PM, 1:00PM – 5:00PM)

I. APPLICANT INFORMATION

Applicant Name:

First

Last

Contact Information:

Business Phone

Home or Mobile (Circle)

Email

Mailing Address:

Street

City

Zip Code

II. MEETING INFORMATION

Date(s) Requested: _____

Requests are addressed in order of receipt

Time of Meeting: _____
(Setup) (Breakdown)

Size of Group: _____ (80 person max. capacity)

Type of program or purpose for which requested:

Applicant Initials: _____

Host Organization Type:

- ☐ Municipal Purpose ☐ Community-Based Group ☐ Social Service Group
☐ Homeowners' Association ☐ Non-Municipal Group ☐ For-A-Fee Group

Limited Parking. Please note that parking is limited on-site and arrangements may need to be made to accommodate groups over 15 attendees.

No supplies will be offered or copies made. All supplies and/or equipment shall be brought with you. If you should need assistance during your meeting please visit the Borough Administration Office.

Cleanliness. You must leave the room in the same condition as when you arrived. If clean-up is necessary, you may be billed our custodial rate.

Non-Interference. No attendees or portion of the meeting may interrupt the normal business operations of the Borough.

III. APPLICANT AGREEMENT

I have received and understand the Borough of Malvern Facility Use Policy as it pertains to the use of Borough facilities and accept responsibility for meeting the requirements stated herein. I, the undersigned representative acting on behalf of the organization, hereby release the Borough of Malvern, its successors and assigns, from liability for any damage or injury to any person or thing pursuant to the grant of permission by the Borough to use such premises.

Applicant Signature: _____ **Date:** _____

REMINDER: Did you remember to initial all pages of the application...?

IV. BOROUGH OFFICIAL USE

Fee Amount Paid: \$ _____ Check No. _____ Date: _____

DATE APPROVED: _____

DATE NOT APPROVED: _____

Application No: _____

☐ Entered into 'Borough Master Calendar'

Room Approved: ☐ Large Meeting Room
(87 Person Max. Capacity)

☐ Small Conference Room
(13 Person Max. Capacity)

Reason for NOT Approving: _____

Signature of Borough Official: _____

Title: _____