



Orange Township Trustees

Conditions of Use Orange Township Meeting Rooms (Rev. 11/06/06)

Once approved by formal resolution by the Orange Township trustees, the conditions listed below must be followed:

1. The deposit is \$50.00 for the Thompson or Moffett Rooms. To reserve both rooms, a \$100.00 deposit is required. The deposit is required when the reservation is made. Reservations must be made at least thirty days prior to use. A key may be picked up 72 hours prior to the meeting from the Township Office during normal business hours. Meetings during normal business hours do not require a key.
2. The deposit and application are required for each date reserved. The Township Fiscal Officer will deposit the fee immediately. Fees will be refunded 10 business days after the key is returned and the condition of the room is determined to be acceptable.
3. If the door is left unsecured, your deposit will be forfeited.
4. Reservations are restricted to township-based organizations and residents and local government agencies. Use shall be limited to once a month.
5. Proof of township residency is required (current utility bill accepted).
6. You are responsible for leaving the meeting rooms and bathrooms in a clean, orderly condition. This includes disposal of all paper items, etc. Any damage to the building or its contents will be repaired or replaced at your expense.
7. Food items are not permitted in the Moffett Room. Food may only be served in the Thompson Room. According to the Delaware County Board of Health, the kitchen located beside the Thompson Room does not meet their conditions for cooking or preparing food.
8. Use of the rooms is limited to the Rooms and the Restrooms. Use of the foyer and the patio are not permitted.
9. Smoking and alcoholic beverages are not permitted.
10. It is your responsibility to supervise and keep children safe at all times.
11. The Contact person who scheduled use of the room may cancel reservations at least 48 hours prior to the reserved time to qualify for refund of the deposit.
12. *Deposit will be forfeit* if reservations are not cancelled at least 48 hours in advance.

I hereby state that I have read the above conditions for the use of the Orange Township Meeting Rooms and agree to abide by these conditions.

Organization/Individual: _____

Signature

By: _____

Please print clearly

Date: _____



Orange Township Trustees

The present Orange Township Hall was converted in 2000 to serve as the centralized home of our township government. The building is occupied by the offices and meeting rooms of the Orange Township Trustees, Fiscal Officer, Zoning Inspector, Zoning Commission and Board of Zoning Appeals. When not in use by the township, and at the discretion of the Township Administrator, the meeting rooms can be reserved on a limited basis for use by civic groups and individuals provided they reside in Orange Township.

This form is an application for the use of the meeting rooms and provides general information concerning that use. This form must be completely filled out by the person or a representative of the group that will actually use the room. It must be submitted to the Township Administrator for formal approval at least thirty days in advance of the proposed meeting.

Please note that approval is conditional and the reservation may be cancelled at the sole discretion of the Administrator with 48 hours advance notice.

Date of Use _____ Time: From _____ To _____

Purpose For Use _____

Organization/Individual _____

Scout troop number _____

Address _____

Daytime Phone _____ Evening Phone _____

Fax _____ Room Preference: Moffett _____ Thompson _____

The Moffett Room, the east meeting room, comfortably seats 80-100 people with tables or 100-150 people without tables. (Food is not permitted in this room)

The Thompson Room, the west meeting room, comfortably seats 30-40 people with tables or 50-60 people without tables.

We reserve the right to assign a different room depending on availability.

Expected attendees _____

If tables are needed, How Many? _____

Date of Application _____

Approved by Orange Township _____

Fee Received _____