

# Millersville Borough Meeting Room Use – Policy

## Statement of Policy

Recognizing that the Millersville Borough Municipal Building is a community asset which Borough Council desires to be made available to organizations which also directly work to enhance Millersville Borough and benefit the residents of the Borough, Borough Council offers the use of the Municipal Building Public Meeting Room during days and times that do not interfere with the operations of the Borough, to the following users:

- All organizations, departments, committees, commission, and boards affiliated with or supervised by the Millersville Borough; and
- Millersville Borough nonprofit organizations (civic, fraternal, educational, and recreational).

The Millersville Borough shall consider all qualified users defined above, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other status covered by applicable state or federal laws or regulations.

All scheduling for these facilities will be administered through the Millersville Borough office. No use which, in the judgment of the Borough office, could cause damage to Borough property or disruption of Borough operations shall be permitted. Further, the use by any organization shall not imply that the Millersville Borough, either directly or indirectly, believes in or subscribes to the philosophy of that organization.

The Millersville Borough specifically excludes the following types of uses of its meeting room:

- Programs involving the sale, advertising, or promotion of products or services.
- Business firms and other for-profit organizations soliciting or selling products or services, regardless of the purpose.
- Political campaigns and/or fundraising, although political forums/debates may be permitted at Borough discretion.
- Programs which interfere with the operation of Millersville Borough by causing excessive noise, a safety hazard, security risk, etc.

# Millersville Borough Meeting Room Use – Policy

## Rules and Regulations

1. Meeting Room Availability. All organizations, departments, committees, commission, and boards affiliated with or supervised by the Millersville Borough shall be given priority in scheduling the use of the Meeting Room. All other applications for use of the Meeting Room by Millersville Borough nonprofit organizations shall be received on a first-come, first served basis. Meeting Room availability on evenings and weekends shall be subject to the availability of Borough staff.
2. Insurances. Applicants requesting use of the Municipal Building Public Meeting Room are required to obtain liability insurance with the stated minimum limits listed below. A certificate of insurance naming Millersville Borough AS AN ADDITIONAL INSURED must be received by the Borough two (2) weeks prior to the rental date. This requirement may be waived only by the written permission of the Millersville Borough Administration. LIMITS: \$500,000 combined single limit bodily injury/property damage.
3. Restrictions: Any Applicant requesting use of the Meeting Room may not exceed the maximum occupancy limit of one hundred forty-four (144) individuals. No food or drink are permitted in the Public Meeting Room or lobby, except by special permission. Fees for damage to Borough property will be assessed accordingly.
4. Exercise of Care. All Applicants granted use of Millersville Borough facilities are expected to exercise care in protecting Borough property from damage. All damages will be the responsibility of the Applicant. The Applicant shall supervise activities to prevent disorderly conduct at any time while using Borough facilities. Only appropriate uses will be permitted. The Applicant shall be responsible for any special needs. No safety violations are permitted.

Failure to conform to the above conditions, and those set forth in the rental application, or to adhere to the Millersville Borough rules and regulations, will cause Millersville Borough officials to immediately terminate use of buildings and facilities and to deny such use to the Applicant in the future.

# Millersville Borough Meeting Room Use – Application and Release

## APPLICATION

**Please print or type all information:**

1. Name and address of organization requesting rental of the facility.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
By:

(Responsible Agent)

Telephone: \_\_\_\_\_ between 8:00 a.m. and 5:00 p.m.

\_\_\_\_\_ after 5:00 p.m.

Email: \_\_\_\_\_

\_\_\_\_\_  
Type of Organization:

(Specify – Service, Civic, etc.)

\_\_\_\_\_  
Type of Activity:

(Be specific)

2. Will admission/participation fee be charged? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. Date(s) Requested: \_\_\_\_\_

(Attach schedule if necessary)

4. Time of Event:

From \_\_\_\_\_ AM or PM

To \_\_\_\_\_ AM or PM

5. Please complete the accompanying Release form and include the required certificate(s) of insurance.

### FOR OFFICE USE ONLY

**Municipal Building Public Meeting Room authorization:**

\_\_\_\_\_  
Rebecca DeSantis-Randall,

Borough Manager

Date: \_\_\_\_\_

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

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Millersville Borough Meeting Room Use – Application and Release

## LIABILITY/RELEASE FORM

**THIS RELEASE** given by \_\_\_\_\_, with a mailing address of \_\_\_\_\_, hereinafter called “Applicant”, in favor of the **BOROUGH OF MILLERSVILLE** (the “Borough”), a municipal corporation organized and existing under the laws of the Commonwealth of Pennsylvania.

### **BACKGROUND:**

The Borough has provided the Public Meeting Room located in the Borough Municipal Building (the “Meeting Room”) for the use of its affiliated council, boards, and commissions as well as Borough nonprofit organizations that directly work to enhance Millersville Borough and benefit the residents of the Borough, including but not limited to civic, fraternal, educational, recreational and other organizations. The Borough allows these organizations to make use of the Meeting Room for programs including, but not limited to, informational sessions, governmental presentations, and similar occasions. Applicant desires to use the Meeting Room on \_\_\_\_\_, 20\_\_\_\_, for an event. Applicant is willing to assume the risks involving the use of the Meeting Room for the purposes of \_\_\_\_\_, as well as similar acts and/or activities.

NOW, THEREFORE, in consideration for ability to use the Meeting Room from the Borough and intending to be legally bound Applicant agrees to release, defend, indemnify and hold harmless the Borough and its agents, servants, and employees from and against all liability, claims, damages, losses, and expenses, including attorneys’ fees and costs of investigation, arising or resulting from use of the Meeting Room as described in the Background provisions above on \_\_\_\_\_, 20\_\_\_\_, and all activities associated with that use.

In the event that a third party, its agents, servants, employees, heirs, assigns, or grantees shall institute any legal actions whatsoever against the Borough, its agents, servants, or employees for any of the reasons stated in this Release, Applicant agrees to further pay any and all attorney’s fees, engineering fees, court costs, and/or any other expenses whatsoever incurred by the Borough in regard thereto.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please attach a Certificate of Insurance as required by the Millersville Borough Municipal Building Public Meeting Room Rules and Regulations.**