

CHELTENHAM TOWNSHIP
PARKS AND RECREATION DEPARTMENT

ROWLAND COMMUNITY CENTER

LA MOTT COMMUNITY CENTER

APPLICATION FOR ROOM RENTAL

PLEASE PRINT OR TYPE

Date of Application _____

Type of event/activity: _____

Individual requesting facility: _____ Number of people using facility: _____

Area desired: _____

<u>DATE(S)</u>	<u>FROM</u>	<u>TO</u>	<u>SPECIAL EQUIPMENT</u>
<u>START:</u> _____	(<u>TIMES</u>) _____	_____	_____
<u>END:</u> _____	_____	_____	_____
<u>DAY:</u> _____	_____	_____	_____

Scheduled times includes set-up and clean-up _____ (Renter initial here)

Purpose of Use: _____

The undersigned has read the attached regulations and agrees to abide by the policies contained herein.

Name: _____ Telephone #: _____

Address: _____

Signature: _____

Additional Contact: _____

Telephone: _____

APPROVED _____

REJECTED _____

FEE \$ _____ per hour

TOTAL FEE \$ _____

Working: _____

Community Center Director

Parks & Recreation Director

LA MOTT COMMUNITY CENTER

Statement of Policies and Regulations for Usage of the Center:

1. The Department of Parks and Recreation shall be the Agency responsible for the conduct, supervision, operation and maintenance of the La Mott Community Center.
2. The La Mott Community Center is available for functions that are public, civic and non-profit in nature; which are for the general cultural, educational, recreational or civic good of the community.
3. The Center will be restricted to Cheltenham Township residents unless specifically permitted under these regulations or by the Parks and Recreations Department with the approval of the Township Manager, after the advice and consent of the La Mott Community Center Citizens' Advisory Committee.
4. All groups and/or organizations must be Township-based; all groups must have at least 70% of its membership from the Township.
5. The Center may not be used for religious instruction or religious services by any one or by groups or individuals. Use of the Center by any sectarian group for purposes other than religious instruction or religious services will require full payment of expenses incurred by the Township to relieve the Township of expending any monies for the support of any sectarian school or group. Special memorial services may be permitted.
6. The Center is a smoke-free building. Violation of this rule will result in immediate cancellation of the privilege of the group and/or individual using the facility.
7. No animals, except seeing eye or hearing dogs, are permitted in or around the Center, unless for sponsored educational or recreation programs.
8. No chancing or giving away by lottery or any other form of gambling will be permitted on the grounds and/or in the building.
9. The use of alcoholic beverages and/or drugs within and/or on the grounds of the Center is strictly prohibited. Individuals suspected of being under the influence of alcohol and/or drugs will not be permitted to enter upon said grounds and/or in the Center.
10. Organizations expecting any special equipment and/or services must make arrangements for them at the time they contract for the use of the Center and extra charges will be determined at that time.
11. It will be the responsibility of the organization's sponsor to see that his/her group is confined to the area which has been contracted for use.
12. All applications for the usage of the building by an individual or group (for a class, meeting, or banquet) must be submitted to the Parks and Recreation Department for approval. Requests should be made at least 30 days in advance.
13. The Township will provide/assign a janitor and/or other supervisory personnel to the building during the time of contracted use. No building usage will be permitted unless a properly assigned Township employee is present.
14. The Department of Parks and Recreation shall have the highest priority for the use of the Center. Requests by individuals and/or groups to use the Center will be filled in accordance with availability of facilities.

Adopted May 22, 1984
La Mott Community Center
Citizens' Committee

ROWLAND COMMUNITY CENTER

Statement of Policies and Regulations for the Usage of the Center.

1. The Department of Parks and Recreation shall be the agency responsible for the conduct, supervision, operation and maintenance of the Rowland Community Center.
2. The Rowland Community Center is available for functions that are public, civic and non-profit in nature; which are for the general cultural, educational, recreational or civic good of the community.
3. All programs sponsored by the Department of Parks and Recreation shall be consistent with the objectives of the Department of Parks and Recreation.
4. The Center will be restricted to Cheltenham Township residents unless specifically permitted under these regulations or by the Parks and Recreation Department with the approval of the Township Manager, after the advice or consent of the Rowland Community Center Citizens' Advisory Committee.
5. The Center may not be used for religious-instruction, or religious services by anyone or by groups or individuals. Use of the Center by a sectarian group for purposes other than religious instruction or religious services will require full payment of expenses incurred by the Township to relieve the Township of expending any moneys for the support of any sectarian school or group.
6. **Smoking is not permitted at any time in the building.** Violation of this rule will result in immediate cancellation of the privilege of the group and/or individual using the facility.
7. No animals, except seeing eye or hearing dogs, are permitted in or around the Center, unless for sponsored educational or recreation programs.
8. No chancing or giving away by lottery or any other form of gambling will be permitted on the grounds and/or building.
9. The use of alcoholic beverages and/or drugs within and/or on the grounds of the Center is strictly prohibited. Individuals suspected of being under the influence of alcohol and/or drugs will not be permitted to enter upon said grounds and/or Center.
10. Organizations expecting any special equipment and/or services must make arrangements for them at the time they contract for the use of the Center and extra charges will be determined at that time.
11. All groups and/or organizations must be based in the Township. Adult groups must have at least 70% of its membership from the Township. Adult groups sponsoring an activity in which youth (under 21) are permitted, all youth must be Township residents. Youth groups or Clubs (under 21) must be residents of the Township. Township Fire Companies are exempted from this rule unless they sponsor an activity which includes youth participation and in this event, all youths except those of Volunteer Firemen must be residents of the Township.
12. It will be the responsibility of the organization's sponsor to see that his/her event is confined to the area which has been contracted for use.
13. All applications for the usage of the building by an individual or group (for a class, meeting, or banquet) must be submitted to the Parks and Recreation for approval. Requests should be made at least 30 days in advance.
14. It will be the responsibility of the group leader or sponsor to communicate any date or time changes that are made. Cancellations or postponements of any class or meetings must be made at least one month, in advance .. A phone call to the Center must be made before the scheduled time should an emergency cancellation occur.
Note: When schools are closed all youth group activities are cancelled for that time due to holidays or inclement weather.
15. The Township will provide/assign a janitor and/or other supervisory personnel to the building during the time of contracted use. No building usage will be permitted unless a properly assigned Township employee is present.
16. The Department of Parks and Recreation shall have the highest priority for the use of the Center. Requests by individuals and/or groups to use the Center will be filled in accordance with availability of facilities.
17. Any individual or group causing any vandalism or damage will be assessed and held responsible for all material and labor fees incurred in the correction of such damage.
18. All areas used by groups must be left in good condition upon completion of usage. Groups may be ineligible for future use if those areas are not left the way they were found and in satisfactory condition.
19. The Parks and Recreation Committee of the Township Board of Commissioners and/or the Township Manager reserves the right to alter and/or make any additional rules and regulations whenever deemed fit or necessary in the public's interest, provided that it has been previously presented to this committee for their input.