



TREDYFFRIN TOWNSHIP

1100 DuPortail Road, Berwyn PA 19312
610-644-1400 610-993-9186 (FAX)

ROOM RESERVATION FORM

Your initial request for a meeting room was received and the room has been tentatively reserved for your meeting. Please complete this form and return a signed copy to the Township at least three (3) days prior to your scheduled meeting for your meeting to be confirmed.

Date Request Submitted _____ Group _____

Primary Contact Information (name, email, phone) _____

Date Room Requested _____ Time Room Requested _____

Meeting Room Requested: Community Room Keene Hall

Rules for Room Usage

1. There are two meeting rooms available for use. Keene Hall and the Community Room are generally available 8 am – 11 pm, Monday through Thursday.
2. All Township boards, commissions and authorities and Township sponsored programs will receive priority when reserving a meeting room.
3. Tredyffrin Township reserves the right to cancel a reservation with three (3) days notice.
4. This room is for the use of non-profit organizations and civic associations. It is not to be used for sale of goods/merchandise.
5. Smoking and alcoholic beverages of any kind are not permitted in Township buildings.
6. No refreshments may be served in Township meeting rooms.
7. For sports teams using the facility for organizational meetings, no ball playing or practicing permitted inside the Township Building.
8. Individuals or groups may not use Township electronic equipment. Individuals or groups may bring their own electronic equipment and project images onto the walls.
9. The meeting organizer/contact is responsible for maintaining good order and for any damage to the room, its contents, and the adjoining areas of the building, including damage from members, guests or sub-contractors. Any damage must be reported to the Township immediately.
10. The meeting organizer/contact will ask their meeting participants to dispose of trash in the receptacles provided and to leave the rooms and restrooms in good order once the meeting is adjourned. Groups should return rooms to original condition (i.e., chairs and tables back in position; lights out).
11. The Township Building may be closed and, therefore unavailable, in inclement weather. If the building is closed, a message will be posted on the Township's answering machine and the Township Website (www.tredyffrin.org). The Township may also be closed in other emergency situations such as power outage, flooding, or lack of heat or air conditioning or other emergency situation. Township staff will make every effort to inform groups in such unusual situations.
12. Tredyffrin Township assumes no responsibility for loss or damage to supplies or other items belonging to groups using the room. Groups may not store supplies for their meetings on Township premises.

Signature of Applicant

Date

Your signature above indicates your understanding and acceptance of the Rules for Usage listed above and your assumption of responsibility, including the cost of any damages, for any violations of the aforementioned rules. If you have any questions or need any further information, contact Pat Hoffman, 610-408-3603, or email phoffman@tredyffrin.org.