

## TERMS AND CONDITIONS FOR USE OF A MEETING ROOM AT TOWNSHIP OWNED FACILITIES

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The following are Terms and Conditions, for the use of the Upper Moreland Township Administration Building **Council Room**, located at 117 Park Avenue in Willow Grove, PA and/or the UMFP Library **Community Room**, located at 109 Park Avenue in Willow Grove, PA (hereinafter “**Meeting Room**”). Failure to adhere to the following shall result in denial of future use of any **Meeting Room** at any Township-owned facility. Access for meetings after business hours in the Upper Moreland Township Administration Building Council Room is provided by the Police Department.

- All requesters must submit a Reservation Form. The form shall be completed in full and by the “officer-in-charge”. This individual is considered to be the highest-ranking member of the group (President/Chair, etc.), who will take full responsibility for the use of the **Meeting Room** and agree to the terms and conditions set forth.
- Use of the **Meeting Room** will only be made available to groups or organizations, without regard to actual or perceived race, color, age, religious creed, ancestry, sex, sexual orientation, gender identity, gender expression, national origin, handicap or party affiliation, based in the Township or composed of residents of the Township for the purpose of holding meetings or presenting programs, not of a commercial nature. As defined herein, a program is of a commercial nature if taken as a whole, the principal aim of the program is to promote the sale of a good or product or promote the provision of a service for a fee. A program shall not be considered commercial in nature if such promotion of the sale of a good or service is merely incidental to the program as a whole, provided that no sale of any goods or services shall be conducted on Township property.
- The UMFP Library **Community Room** will be available on October 1st, not before, for the following year’s reservations to outside groups or organizations.
- Requests for use of **Meeting Rooms** are reviewed and approved by the Township Manager’s Office.
- No fee is charged for use of the **Meeting Room**.
- The group/organization shall be responsible for any damages and shall return the **Meeting Room** to its condition prior to the meeting. Failure to return the **Meeting Room** to its prior status or any abuse of property or damage may result in, including but not limited to, damage fees, denial of future use by the individual completing the form and/or the organization/group.
- UMFP Library **Community Room** is only available for use during the same operating hours of the UMFP Library, excepting specific use for Library purposes.
- **Meeting Room** availability is subject to change as a result of meeting priorities. Groups/organizations will be notified of scheduling conflicts.
- The **Meeting Room** is prohibited for the use of gaming, showers, birthday parties, classes, or any kind of meeting/presentation/event that may be free initially but will look for a source of the sale of goods or services in the future.
- Use of Township-owned electronic equipment is prohibited. This includes projectors, phones and audio/video equipment.
- Use of UMFP Library electronic equipment in the UMFP Library **Community Room** may be available, if arrangements are made in advance. Contact the UMFP Library at 215-659-0741 for more information.

If you have questions regarding the use of a **Meeting Room**,  
please contact the Township Manager’s office at 215-659-3100.