

Horsham Township Community Center Rules, Regulations and Fees for Use

Permitted Uses

Horsham Township community groups and organizations may use the Community Center's meeting rooms for meetings and gatherings of general interest that are open to the public.

The Township reserves the right to limit the use of its facility when an activity may interfere with normal or essential Township operations, special Township meetings, or Township or community programs or events.

Application for Use

Application for use of any one or more rooms shall be made through the Horsham Township Recreation Department. Applications must be submitted at least 7 days before your requested reservation date. The Horsham Township Recreation Department will accept applications up to three months in advance for a reservation.

Applications forms are available:

- in a downloadable version through the Township's website, www.horsham.org
- at the Horsham Township Community Center.

Hours of Use

Community Center meeting rooms are available as follows:

- Monday through Friday 8:30am to 4:30pm and 5:30pm to 10:00pm
- Saturday and Sunday 8:00am to 10:00pm

*10:00pm is when the Community Center must be emptied and doors locked.

Facilities Available for Use

- Main Meeting room – 188 people with tables and chairs; 250 chairs only
- Meeting Room A - 94 people with tables and chairs; 138 chairs only
- Meeting Room B - 94 people with tables and chairs; 138 chairs only
- Kitchen – food preparation only, no cooking allowed as per Montgomery County Health Department Food License.
- 20 60” Round Tables
- 24 30” x 72” Rectangular Tables
- 250 Chairs

Classifications of groups

Use, fees and charges will be assessed and determined for room usage based on the following Group designations:

Group A

Applies to Horsham Township Council, advisory boards, authority's and committees; Horsham Township operating departments; Horsham Fire Company and, Hatboro-Horsham School District.

Groups B1 and B2

- **B1:** Includes the following Groups and applies to (1) regular monthly meeting of these organizations, when building is scheduled to be staffed, if building is not to be staffed please follow the B2 fee structure.
 - Youth sports organizations
 - County, State, Federal, elected officials representing Horsham Township
 - Community, civic or political organizations located with in Horsham Township
- **B2:** Includes the following groups and all other use, where an admission or registration fee is not charged, by **B1** organizations including but not limited to registrations, drafts, coach meetings, training classes, candidate meetings, and an additional meeting during a month.
 - Home Owners Associations, located within Horsham Township
 - Non-profit Organizations and Churches located with in the boundaries of Horsham Township

Group C

Applies to youth sports organizations and other community or civic organizations located within Horsham Township for activities and events where an admission or registration fee is charged; a donation is solicited; or funds are being raised.

Group D

- Private Citizen (resident or non-resident)
- For Profit Organization (resident or non-resident)
- Business and Commercial (resident or non-resident)
- Non-profit, political, non-community agency or organization located outside the boundaries of Horsham Township

User Fee Schedule:

- Please see Appendix A

Wavier/Insurance and Liability:

- **Liability Insurance**
Every group or organization using the Community Center is required to have a current Certificate of Liability Insurance on file with Horsham Township Recreation Department at the time of the event. For groups using the facility on a regular basis one certificate may be placed on file for the year. Individuals and groups renting the facility shall complete and sign the Holds Harmless Agreement. **Please See Appendix B**
- The Township Manger must approve any exceptions to this regulation.

Supervision

A Recreation Facility Attendant must be on duty whenever a room is in use. The building will not be open without a Horsham Township Recreation Facility Attendant on site.

Cancellation

Horsham Township Recreation Department appreciates as much advance notice as possible when a permit must be cancelled or a date changed. For individuals and organizations that have paid a fee to use the facility the following cancellation and/or date change fees will be applied:

With more than 10 business days notice of cancellation requiring a refund:

Fees paid will be refunded in full minus a \$10 administrative fee. If just the date is changed, there will be no administrative fee assessed.

With 6 to 10 business days notice of cancellation:

Fees paid will be refunded minus a 25% cancellation fee. If just the date is changed, there will be no administrative fee assessed.

With 1 to 5 business days notice of cancellation or date change:

Fees paid will be refunded minus a 50% cancellation fee.

If cancelled on the date of the event or the event is a “no show”, there will be no refund of fees paid.

Inclement Weather Cancellation

Events cancelled due to declared or impending snow emergencies will be without penalty.

Cancellation by Township

Horsham Township reserves the right to cancel scheduled uses.

Horsham Township may terminate the privilege granted to use the facility at any time for any reason.

Parking and Accessibility to the Community Center

Parking for use of the Community Center is the main parking lot of the Township Building and the parking lot behind the Community Center.

No parking is permitted in lawn areas, in fire lanes or in areas designated for police, township and/or emergency services personnel.

Access to the Community Center is through the main front and rear entrances. The Building Attendant in charge will open these doors by the time stated on the permit.

Handicapped accessibility is through the main front entrance.

Amendments to these Rules and Regulations

Horsham Township reserves that right to amend this policy at any time. Amended regulations will apply to all future events including those already approved.