

## **Rules and Regulations for the Community Center**

### **Permits and Fees**

1. Horsham Township Recreation Department issues a permit for use of the facility that lists fees. Fees must be paid in full by the date noted on the permit. A Cleaning Deposit is required. No reservations are considered until Horsham Township Recreation Department has received fees, wavier/insurance informaiton and deposits due.
2. No admission or registration fee may be charged to the user group's members, attendees or guests, donations solicited or funds raised, without prior approval from the Township through the Recreation Department. Horsham Township Recreation Department must also pre-approve the sale of goods.
3. Users may not sublet or transfer its rights and privileges to any other individual, group or organization.
4. Users may not directly or by implication suggest Horsham Township co-sponsorship without written authorization by the Township.
5. The permit holder or their delegate must be in attendance at all times.

### **Access to Room(s)**

6. Horsham Township reserves the right to accept or reject any application.
7. The times listed on the permit include the time allowed for arrival, set-up, the event, clean up and restoration of the room.
8. Use of the facility is limited to the room(s) listed on the permit as well as rest rooms.
9. All borrowed equipment must be returned to the Recreation Facility Attendent before leaving the facility. Permit Holder is responsible for such items as extension cords. Horsham Township is not responsible for personal items lost, stolen or left behind.

### **Supervision**

10. A Horsham Township Recreation Facility Attendant will supervise all permits.
11. All noise and music must be kept at a reasonable level and will be controlled by the Recreation Facility Attendant.
12. The Recreation Facility Attendant has the authority to determine if participants are strictly adhering to all rules and regulations. Further, the Recreation Facility Attendant has full authority to enforce these regulations.
13. All youth groups (under 18 years of age) must be chaperoned by adult's minimum age 21 at a ratio of 1 adult: 10 youth in attendance. It is expected that children will be supervised before, during and after the event; in lobby, rooms, kitchen, rest rooms and parking lots.

### **Decorations**

14. Any decorations used must be attached using masking tape only. All decorations and tape residue must be removed leaving no trace and disposed of before leaving. No nails, thumbtacks, staples, etc are allowed to be used.

### **Kitchen**

15. All Horsham Township supplies are clearly marked and are strictly off-limits. Groups will be invoiced for the cost to replace Township supplies used or missing.
16. The event sponsors must supply plastic, vinyl or cloth table coverings to protect all tables.

### **Strictly Prohibited**

17. The following are strictly prohibited: smoking of any kind, open candle flames (except Sterno and birthday candles), possessing/drinking alcoholic beverages, live music or DJ's\*, gambling\*\*, wheeled recreational vehicles, outdoor sports equipment, activities involving water, drug use, firearms, use of profane language and animals on or off leash (except service animals).

*\*requires special permission.*

*\*\*requires special permission and a Games of Small Chance License, controlled by the Montgomery County District Attorney's Office.*

*(copy of license is required to be given to Horsham Township Parks and Recreation at the time of permit issue)*

18. The room capacity as determined by the Fire Marshal cannot be exceeded.
19. No soliciting is allowed in or around the Community Center.

### **Damages**

20. All vehicles must be parked in authorized parking spots.
21. Users are responsible for any damage caused to the facility and/or its contents during their permit. Groups are invoiced for all labor and material costs necessary to return the building to its previous condition. This applies to cleaning as well as physical damage.

### **Cleanup and Departure**

22. Event sponsors are responsible for cleaning all facilities included in their permit. Adequate cleaning is defined as leaving the facility in the same or better condition than it was prior to rental. Tables and chairs should be wiped off and placed in the location in which they were found. If necessary, floors should be swept. All refuse must be gathered and placed in the proper containers. No trash is to be placed in recycle containers.
23. All sinks and counters must be thoroughly wiped down with all countertop debris and trash removed.

24. It is the responsibility of the group organizer to return chairs, tables, etc. after the use to the arrangement in which the room(s) were found. All lights and water must be turned off.