

Application For Use of the Springettsbury Township Farmhouse

Name of Organization:	
Organization Address:	
City, State, Zip:	
Phone Number:	Fax Number:
Contact Person:	Email:
Requested Date & Time for Use:	# Attending:
Purpose Of Meeting:	
<p>Please indicate your group's status:</p> <p><input type="checkbox"/> Governmental Agency</p> <p><input type="checkbox"/> Civic or Neighborhood Association serving developments in Springettsbury Township</p> <p><input type="checkbox"/> 501c3, Non-profit community based organization which serves the residents of Springettsbury Township</p> <p><input type="checkbox"/> Other non-profit community based organization which serves the residents of Springettsbury Township</p>	
<p>I have received, read, understand, and will abide by the "Guidelines For Use of The Farmhouse."</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>My group is able to provide a Certificate of Comprehensive Liability Insurance in the amount of \$500,000.00 combined single limit for property damage and personal injury arising out of its use of the facility, as stated in the "Guidelines For Use of the Farmhouse."</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>Waiver of liability: We, the above named organization, hereby waive any claim for bodily injury or property damage against Springettsbury Township, its agents, servants and/or employees while a participant in the above named activity.</p>	
Signature	Print Name
	Date
<p>For Township Use Only:</p> <p>Approved: _____ Date: _____ Comments: _____</p>	

GUIDELINES FOR USE OF THE FARMHOUSE

The following rules and regulations have been adopted by Springettsbury Township to guide individuals and/or groups in the use of the Farmhouse.

1. **Reservation of Farmhouse:** All meeting dates must be scheduled through the Township Office, 1501 Mt. Zion Road, York, PA 17402 at least thirty (30) days in advance on an application supplied by the Township. Individuals with handicaps who are in need of special accommodations in order to complete said application may call the Township at (717) 757-3521 for assistance. If date and time are open, the request will be granted and the official calendar will be marked accordingly with the name and time. No group, other than the Township, will be able to use the Farmhouse more than once a week without special permission from the Township Manager.
2. **Responsibility for Farmhouse:** The person signing the application is responsible for:
 - A. Any adverse change in the condition of the Farmhouse;
 - B. Payment for all damage to buildings, furniture, walls, floors or any equipment owned by the Township
 - C. Ensuring that the room is clean and interior lights are extinguished
 - D. Costs incurred for janitorial services required for improper clean-up of farmhouse
 - E. Return of building key
3. **Keys:** Farmhouse key must be obtained on the day of the use of the Farmhouse or as arranged by the Township.
4. **Occupancy Limits:** Maximum group size is 25 people, and use shall be restricted to the first floor only.
5. **Care of Building**
 - A. No nails, screws, scotch tape, wire, etc., can be used to place decorations, signs or banners in any part or any wall of the farmhouse
 - B. Two trash containers will be furnished. Additional refuse must be placed in plastic bags provided by user.
 - C. Thermostats are set and will not be tampered with.
6. **Teenage Functions:** Teenage functions must be properly chaperoned by adults approved by the Township. The number of chaperons necessary for the function shall be determined by the Township, based on the activity and the number of individuals expected to attend.

7. **Prohibited Activities:** The following activities and actions are prohibited:
 - A. Smoking in the Farmhouse
 - B. Alcoholic Beverages.
 - C. Activities that are not in conformance with the application.
 - D. Advocacy or performance of illegal or unlawful acts.
 - E. Any loud noise or other activity which interferes with the normal conduct of business in the building or adjacent structures.

8. **Retail Sales/Profit Making Events:** The Township hereby reserves its right to deny any group access to the Farmhouse, whether membership in said group is comprised of Township residents or not, if said group desires to utilize Township facilities solely for retail sales or profit making events for the benefit of a commercial or profit making business venture. This section should not be read as a prohibition against the use of Township facilities by authorized organizations who wish to use said facilities for purposes of fund raising or any other activity incidental to the non-profit goals of the organization or group.

9. **Security Deposit:** All groups shall pay a \$50.00 Security Deposit to ensure that facilities are maintained in a proper manner. The Township reserves the sole right to waive any security deposit. The Security Deposit shall be returned to the organization after use of the farmhouse, minus any costs incurred.

10. **Indemnification:** All parties must indemnify and hold harmless Springettsbury Township, its officials, agents and representatives, by completion of appropriate facility reservation forms.

11. **Reservation of Rights:** Township reserves the right to reject or revoke any application or amend these rules at any time.

Effective Date

This policy shall become effective immediately.

Approval Date: March 28, 2002
Resolution: Resolution No. 02-33

DIRECTIONS TO SPRINGGETTSBURY TOWNSHIP COMPLEX
1501 Mt. Zion Road
757-3521

FARMHOUSE MEETING FACILITY

Head East on Market Street to Intersection of Mt. Zion Road and Edgewood Road.

Turn left onto Mt. Zion Road (North).

Stay on Mt. Zion Road to Springgettsbury Township Police Department Entranceway (across the street from the Texas Roadhouse).

Turn right into police department driveway; go around to the back of the building. There are three buildings: Police Department, Farmhouse, and Main Township Building (Main Township Building has 3 flags waving in front of it). This is where you will go to drop off your deposit and pick up the key (with receptionist).

You may park anywhere in the parking lot in front of the Main Township building. You will see the Farmhouse (sitting in between the Police Department and the Main Township Building).