

**BOROUGH OF DOWNINGTOWN
Reservation Form**

South Meeting Room (Annex)

East Meeting Room

West Meeting Room

Name of Organization: _____ Today's Date: _____

Address: _____

Representative or Sponsor Name: _____

Address: _____

Telephone Number: *(Home)*: _____ *(Work)*: _____

The responsible party has read the Meeting Room Regulations (attached):

Signature: _____ Date: _____

.....

Date(s) of Function: _____ Time of Function: from: _____ to _____

Number of Attendees Expected: _____

Type of Meeting or Function: _____

DO NOT WRITE BELOW THIS LINE

A \$5.00 Deposit is required upon key receipt in the form of a check made payable to the Borough of Downingtown.

Date of Key Receipt: _____ Ser. # of Key: _____

Date Deposit of Received: _____ Check # of Deposit: _____

Date Fee Received (if applicable): _____ Check # of Fee: _____

Certificate of Insurance Received: N/A yes no

It is your responsibility to safeguard the key assigned. The deposit will not be refunded until the key is returned. The deposit will be forfeited if not returned via the drop box.

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Meeting Room Inspected by: _____

Date Inspected: _____ Key Returned? yes no

Comments on condition of room after use: _____

Borough Manager: _____ Date: _____

MEETING ROOM REGULATIONS

The meeting rooms are available for your convenience. We would expect the same courtesies given to these facilities as you do in your own home. Please leave the room as it is found.

√ The application is to be completed and the deposit and or fee paid 72 hours prior to the scheduled function.

√ A Borough resident is required as a sponsor for organizations not a part of Borough Government or its Boards and Commissions.

√ Organizations not affiliated with the Borough or Borough Government, will charge a fee of \$75.00. Also, a certificate of insurance issued by a reputable insurance company which indicates comprehensive commercial General Liability Insurance coverage insuring the Borough of Downingtown with limits of not less than \$100,000.00 per person, \$300,00.00 per occurrence and \$50,000.00 for property damage. The Borough of Downingtown shall be named as additional insured. The certificate should indicate that such policies shall not be cancelable by the insurer without ten days prior written notice to the Borough of Downingtown.

√ In most cases, a \$5.00 check is required, payable to the "Borough of Downingtown" as a returnable deposit on the key to the meeting room. The key can be picked up at the reception desk from 8:30 a.m. to 4:30 p.m. Monday through Friday one the day of the meeting. A \$20.00 refundable deposit may also be required in order to insure the room is left in a presentable condition. If at any time it becomes apparent the a group or organization using the meeting room has duplicated this key without the knowledge of the Borough Manager all future use of the room will be denied.

√ Immediately after the function, the key must be returned via the drop box located at the south end of the Annex. The \$5.00 deposit will be returned by regular mail the next day, provided the room passes inspection. It is your responsibility to safeguard the key assigned. The deposit will be forfeited if the key is not returned via the drop box.

√ The South Meeting Room door closest to the parking lot is for EMERGENCY EXIT ONLY. This door must not be used as an entry/exit.

√ Please adhere to the following:

<p>No Smoking No food and /or beverages No tampering with the thermostats No tampering with the window blinds</p>

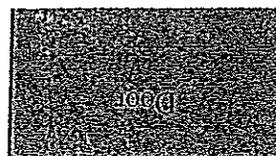
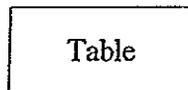
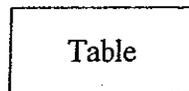
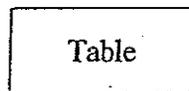
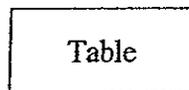
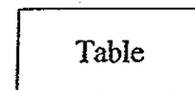
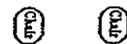
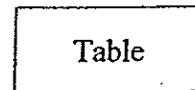
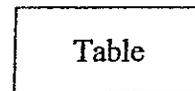
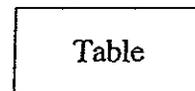
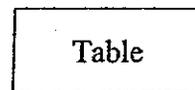
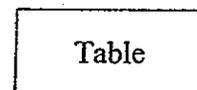
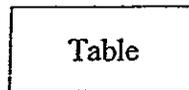
√ Table and chairs can be rearranged but, under no circumstances, can they be stacked or leaned against the wall. Tables and Chairs must be placed back to their original position before leaving (see the enclosed insert).

√ Meeting rooms must be vacated by 11:00 p.m.

√ Before leaving, be sure to turn off all electrical equipment, close windows, lock doors, and return the key to the drop box. The room must be left in a presentable condition.

√ An inspection of the room will be made the following morning. Any damage will be the responsibility of the sponsoring citizen and/or the organization.

√ The Borough Manager will have exclusive right to amend these regulations on an as-needed basis. Any violation of these regulations may prohibit future use of the facilities



This is a layout the the South Conference Room set-up. Please leave the room in this order.
Thank you for your cooperation.