



# New Hanover Township

New Hanover Township Building · 2943 North Charlotte Street, Gilbertsville, PA 19525-9718

Phone: (610) 323-1008

Website: [www.newhanover-pa.org](http://www.newhanover-pa.org)

## MEETING ROOM APPLICATION FOR HOMEOWNER ASSOCIATIONS

**Applicant/Point of Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Homeowner Association Name:** \_\_\_\_\_

**Applicant understands and agrees to the following:**

- This permission incorporates all Addendum Regulations (see reverse side).
- To the fullest extent permitted by law, Applicant agrees to defend, indemnify, pay on behalf of, and save harmless the Township of New Hanover (the "Township"), its elected and appointed officials, agents, employees, and authorized volunteers against any and all claims, liability, demands, suits or loss, including attorneys' fees and all other costs connected therewith, arising out of or connected to the Applicant's use or occupancy of the premises of the Township.
- Applicant assumes full responsibility for taking cognizance of the facility conditions at the time of the meeting. Applicant will be responsible for all damages resulting to or from use of this property. Upon completion of applicant's operations, applicant agrees to leave the Property in the same condition as it existed before applicant's operations or pay for and complete restoration of said property within 15 days of the completion of the meeting.

**Date of Meeting:** \_\_\_\_\_ **Time of Meeting:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**FOR TOWNSHIP USE ONLY**

**Approved:** YES NO      **Initials:** \_\_\_\_\_      **Date:** \_\_\_\_\_

- SEE REVERSE SIDE FOR ADDENDUM REGULATIONS -



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## **MEETING ROOM APPLICATION FOR HOMEOWNER ASSOCIATIONS**

### **APPLICATION FOR USE ADDENDUM REGULATIONS**

- Homeowner Associations (HOA's) within New Hanover Township (NHT) may use the back half of the municipal building's meeting room to conduct meetings, free of charge.
- The maximum occupancy for the available meeting space is 50.
- There is no smoking allowed in the building.
- Alcohol, malt beverages, drugs and other contraband is forbidden on all Township-owned properties or facilities.
- Reservations are issued and on a first come, first served basis, with all Township business taking precedence over other groups or individuals.
- The meeting room may be used between 5 – 9 PM, Mondays – Thursdays.
- There are bathrooms available for use.
- Food and drink are not permitted.
- Taping, tacking, or affixing (i.e. posters, flyers, balloons, etc.) to the walls is prohibited.
- The meeting room is video recorded 24/7.
- The room must be left in as good a condition as it was found. Any damage that should occur during the use of a Township-owned property or facility shall be reported within twenty-four (24) hours following such use.
- The room is subject to cancellation without notice due to a township emergency.
- The point of contact for the HOA must obtain a key card from NHT in advance of the meeting, which will allow for the contact person to unlock the doors.
- The HOA must inform NHT of the number of chairs and tables it will need in the meeting room. The HOA does not need to put away the chairs or tables following the meeting.
- There is a television in the meeting room that is available for use. The HOA is responsible for bringing an HDMI cable should it need to connect a computer to the television. NHT staff will only be available to test the HOA's equipment before the meeting occurs.