



Application for Use of the Borough Meeting Rooms

Borough of Whitehall
 100 Borough Park Drive
 Pittsburgh, PA 15236

1. APPLICANT: _____
2. GROUP OR ORGANIZATION: _____

(Applicant must be a Whitehall Borough resident and/or the organization must be Borough affiliated).

3. ADDRESS: _____
4. PHONE: _____ EMAIL: _____
5. Purpose for which the room is requested: _____
6. Room Request: Community Room _____ Multi-Purpose Room _____ Conference Room _____
7. Average number of people in attendance: _____
8. The Borough often receives requests for more information about the groups that meet in the Borough Building. May the staff give out the contact information you have listed above? Yes _____ No _____

Dates

Hours

	Dates	Hours
JANUARY		
FEBRUARY		
MARCH		
APRIL		
MAY		
JUNE		
JULY		
AUGUST		
SEPTEMBER		
OCTOBER		
NOVEMBER		
DECEMBER		

Please fill in the above for the entire year. If no meeting is scheduled for a particular month, please indicate. Please notify the Borough (412-884-0505, Ext. 320, Alyssa Rogalla) if a meeting is cancelled so that the room may be made available to others).

I/We have read, understand, and agree to abide by the regulations for the use of the meeting rooms.

Signature: _____ Date: _____

TO BE COMPLETED BY WHITEHALL BOROUGH:

GRANTED: _____ DENIED: _____ ROOM ASSIGNMENT: _____

DATE: _____ BOROUGH OFFICIAL: _____ **PERMIT NO.**



Application for Use of the Borough Meeting Rooms

Borough of Whitehall
100 Borough Park Drive
Pittsburgh, PA 15236

Regulations for Use of the Borough Meeting Rooms

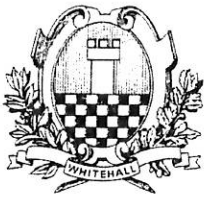
The meeting rooms in the Whitehall Borough Municipal Building are dedicated for use by the residents of the Borough, their organizations and their government. For the orderly and safe use of the building, the following rules have been adopted:

- 1. Application:** Application for use of a meeting room to be made with the Borough Administration Office on a form provided for that purpose. Those residents and organizations who desire a meeting room on a regular basis (i.e. monthly) may apply for their meeting dates starting September 1st of the year preceding the calendar year in which the meeting dates are sought.

Single date requests will be accepted January 1 of each calendar year for the current year.

The Application Form must be requested by and issued to a Whitehall Borough resident as the "Responsible Person and/or a Borough affiliated group"

- 2. Permits:** Room Reservation Permits for use of the meeting rooms will be granted first to those residents and organizations who are seeking a meeting room on a regular basis and then to all others. In assigning meeting rooms and dates, the Administrative Staff will take into consideration: (a) the length of time that a Whitehall resident or organization has used a meeting room (b) the percentage of Whitehall residents within an organization and (c) the date that the application was made.
- 3. Fees:** There are no fees to reserve the meeting rooms. The use of the meeting rooms shall not be used for for-profit purposes per Ordinance No. 1133.
- 4. Parking:** In order to ensure proper conduction of Borough business, groups using the Community Room are not permitted to park in the Administration Parking Lot during regular business hours. (i.e. Monday through Friday; 8:30AM – 4:30PM)
- 5. Tables and Chairs:** All of the meeting rooms have tables and chairs. Groups using the meeting rooms are responsible for setting up and taking down the chairs and tables. Except for the Conference Room, all tables and chairs shall be neatly stacked in the designated location in each room before a permit holder leaves.
- 6. Kitchen:** The Community Room has a kitchen which was designated for food preparation and making coffee, but not cooking. If the kitchen is used, it must be thoroughly cleaned. Failure to do so may affect future permit requests.
- 7. Keys:** The FOB for the entrance doors to the building and the key to the meeting room may be picked up at Dispatch located at the Police Department on the lower level of the Municipal Building. When the meeting ends, the person who is in charge must return the FOB & key to the Police desk and indicate that the meeting has ended and all attendees have departed. (Also see 10.d. and 10.e. below).



Application for Use of the Borough Meeting Rooms

Borough of Whitehall
100 Borough Park Drive
Pittsburgh, PA 15236

8. **Hours:** The meetings room will be open until 10:00 PM unless special permission for an extension of time is requested and received from the Borough Manager. Meeting rooms located on the Administration level of the Municipal Building are not available for use during regular business hours (i.e. Monday through Friday; 8:30AM – 4:30PM)
9. **Supervision of Children:** It is expected that any person or group using any meeting room will control and supervise all children that are in attendance, accompanying or waiting for parents and adults.
10. **Miscellaneous Rules:**
 - a. A meeting room must be left in essentially the same condition in which it was found.
 - b. Breakage or damage of any item in the meeting room must be reported at the Police Department when the keys are returned.
 - c. Alcoholic beverages are prohibited in the Municipal Building.
 - d. The duplication of any key will be considered tampering with Borough property.
 - e. Any person who loses a key will be assessed a fee which is equivalent to the Borough's cost of changing a lock.
 - f. Animals are not permitted in the building unless special permission is granted.
 - g. Private parties are not permitted. The meeting rooms are for Borough sponsored activities, Whitehall Public Library programming and meeting purposes only.
 - h. Tape is not to be used on the walls and doors of the meeting rooms.
11. **Other Notes:**
 - a. The Municipal Building does not have Wi-Fi internet. Users of the meeting rooms may connect to the Whitehall Public Library Wi-Fi with a Library card.

WHITEHALL BOROUGH RESERVES THE FOLLOWING RIGHTS

- a. To cancel Room Reservation Permits for use of a meeting room if unforeseen circumstances necessitate Borough government to use the room. In such regrettable event, every effort will be made to reschedule the cancelled meeting for the next available date which is convenient to the applicant.
- b. To refuse or cancel Room Reservation Permits for use of a meeting room if a resident or organization abuses its privilege to use the meeting room or the parking areas.