

**EAST GOSHEN TOWNSHIP
CHESTER COUNTY, PENNSYLVANIA**

**RESOLUTION 2025-04 ESTABLISHING
RULES AND REGULATIONS ALLOWING RENTAL AND
USE OF THE EAST GOSHEN TOWNSHIP BUILDING**

WHEREAS, East Goshen Township allows for the use of certain spaces within the township building to be used for activities and meetings by township-affiliated groups, non-profit organizations, recognized Homeowner Associations (HOAs); and for-profit companies; and

WHEREAS, the township recognizes that rules and regulations to guide the process for those previously stated groups to apply for the use of the township building is necessary.

NOW, THEREFORE, BE IT RESOLVED, the Board of Supervisors of East Goshen Township, Chester County, Pennsylvania hereby resolves to establish Rules, Regulations and Procedures governing the use of the East Goshen Township Building and the Blacksmith Shop:

USE REGULATIONS

1. Official activities of East Goshen Township, including public meetings and township- sponsored activities shall take precedence over all outside group requests.
2. The building is available for use between Sunday and Friday unless pre-approved by the Township Manager for Saturday use.
3. No rental charge or fee for building use shall be required for the following applicants:
 - Township-affiliated events or groups
 - Non-profit organizations (Township reserves the right to ask for proof of non-profit status)
 - Homeowners Associations within East Goshen Township
 - Officially recognized civic and neighborhood associations, groups or organizations serving developments within, or residents of East Goshen Township.
4. A rental rate or fee can be established and charged to for-profit entities. The amount will be included annually in the East Goshen Fee Schedule passed by the Board of Supervisors and is subject to change on an annual basis.
5. Said group(s) shall follow all rules and instructions as given to them by Township Administration.
6. No group shall be able to apply for Building Use more than once (1) per month unless

said limitation is waived by the Township Manager. Groups in violation of any or all rules and regulations may forfeit their ability to apply for future Building Use.

APPLICATION AND APPROVAL PROCESS

1. An application to use East Goshen Township Building or any portion thereof may be granted only after a completed Application is submitted to the Township and approved. If the date and time requested are available, the application for use may be considered and if approved, the Township's official calendar will be marked accordingly with the name and time.
2. Right to Deny Application: The Township hereby reserves the right to deny any group access to use the facility whether membership in said group is comprised of Township residents if the Township deems the proposed use to be inappropriate or unsuitable to the space.

RULES OF USE

1. Responsibility: The person signing the application is responsible for the following:
 - Any adverse change in the condition of the facility.
 - Payment for all damage to building, furniture, walls, floors and/or any equipment owned by the Township occurring during the use.
 - Ensuring that the facility is clean (within 2 hours after conclusion of event) and interior lights are turned off (as instructed).
 - Costs for janitorial services is required due to improper cleanup of the facility.
 - Missing equipment, chairs or tables.
 - Return of any Facility keys, if applicable.
 - Parking will be only in designated spots, no parking on grass or driveway areas.
 - Access: The Township door system will automatically be scheduled to open and close based on the time schedule for the use. If the system is not functional, other accommodations will be made with the applicant.
 - All individuals/groups are to vacate the building and remove all belongings and trash/refuse by 12:00 AM (Midnight).
2. Occupancy Limits: The group using the facility will adhere to the occupancy limits set forth by the Fire Marshal for the space. Question regarding limits can be directed to Township Administration.
3. Care of Building:
 - No nails, screws, scotch tape, wire, etc., may be used to place decorations, signs, or banners in any part or any wall of the facility.
 - Trash/refuse shall be placed in plastic bags provided by the township and such trash/refuse shall be removed at the end of the entity's use of the facility.
 - Thermostats are set and should not be readjusted.
 - Township electronic and AV equipment is not to be used.

4. Use by Minors: Any function involving use of the facility by minors shall be properly chaperoned by adults as approved by the Township. The Township based on the activity and number of individuals expected to attend shall determine the number of chaperones necessary for the function.
5. Prohibited Activities and items: The following are prohibited:
 - Smoking
 - Food
 - Use of alcoholic beverages
 - Activities not in conformance with the application.
 - Advocacy or performance of illegal or unlawful acts.
 - Noise or other activity which interferes with the normal conduct of business in the building or adjacent structures.
 - Additional signage is not permitted without written Township consent.
6. The Township reserves the right to review all advertisements prior to publication for events within Township-owned facilities.
7. On the day following the rental, the Township will document any damage. All groups renting the facilities agree to pay for damages incurred during their rental.
8. Indemnification: All parties shall indemnify and hold harmless East Goshen Township, its officials, agents and representatives, by completion of appropriate facility application form.
9. Reservation of Rights: Township reserves the right to reject or revoke any application or amend these rules at any time.

NOW, THEREFORE, this 6th day of January, 2025, the Board of Supervisors of East Goshen Township hereby resolves and establishes rules and regulations allowing use of East Goshen Township Building with the aforementioned provisions of this Resolution.

ATTEST:

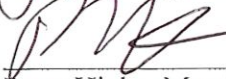

Derek J. Davis, Secretary

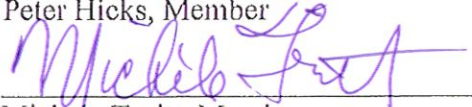
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