

# TOWNSHIP OF OAKLAND

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## BUTLER COUNTY, PENNSYLVANIA

### CRITERIA FOR USE OF MUNICIPAL BUILDING AND GROUNDS

In order to properly govern the use of the Municipal Building and Grounds by community groups, the following criteria shall be used by the Township Board of Supervisors:

1. The organization requesting use of the Municipal Building and/or Grounds must be a community non-profit organization.
2. There must be no additional operational expense involved to the Township by such use, other than normal maintenance costs such as heat and light.
3. The use of the Municipal Building and/or Grounds must be of such nature as to be of benefit to the general community in the sense of being a service to the public.
4. No activities that are illegal or questionable in nature shall be permitted.
5. All organizations granted use of the property shall assume responsibility for any damages resulting from their occupancy. They must also see that the property is restored to the same condition as it was previously, i.e., chairs placed in order, windows closed, floor clean, etc.
6. Activities of the organization must not interfere with the operation or conduct of official Township duties or the activities of Township officials.
7. Each organization shall apply in writing to the Township Board of Supervisors, securing the proper forms from the Township Secretary or Chairman of the Township Board of Supervisors, such forms to be completed in duplicate and returned to the Secretary. The original shall be kept by the Township and the duplicate given to the organization.
8. The use of the Building by the County Elections Board for the purpose of conducting primary, general or special elections is hereby granted without compliance with Item 7 above.
9. Political parties requesting use for the purpose of caucus, general or special meetings must comply with Item 7 above. However, no discrimination among duly registered political parties shall be shown, except as stated in Items 11 and 12 below.
10. The purpose for which the organization requests use of the Municipal Building and/or Grounds shall not be for any of the following reasons:
  - a. Dancing
  - b. Card playing
  - c. Gambling in any form
  - d. Religious services, except in case of extreme emergency as determined by the Township Board of Supervisors
  - e. Fund-raising activities, and
  - f. If the activity increases the danger of fire or explosion

11. Acceptance of these enumerated items by the requesting organization shall be necessary prior to the granting of permission by the Township Board of Supervisors. Refusal to accept any of these items or failure to meet any of the criteria shall be deemed sufficient reason for denying use of the Municipal Building and/or Grounds.
12. Any special situations arising not covered by these enumerated items shall be arranged between the organization and the Township Board of Supervisors. Failure to agree shall be deemed sufficient reason for denying use of the Municipal Building and/or Grounds.

Approved and adopted by the Board of Supervisors of Oakland Township at its regular meeting, August 7, 1995.

# TOWNSHIP OF OAKLAND

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BUTLER COUNTY, PENNSYLVANIA

## REQUEST FOR THE USE OF THE MUNICIPAL BUILDING AND/OR GROUNDS

Name of Organization: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_

Area Requested:    (    ) First Floor        (    ) Basement        (    ) Grounds

Official in Charge: \_\_\_\_\_

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

This organization hereby accepts the terms for use of the Municipal Building and/or Grounds as adopted by the Township Board of Supervisors, a copy of which is to be found as part of the Official Minutes of the Township Board of Supervisors, Minute Book Beginning May, 1995, page 27.

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President or Chairman of Requesting Organization

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(Approved or Denied)

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Township Board of Supervisors

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(Date)