



# Manheim Township Fire Rescue

## Meeting Room Reservation Request

200 E. Oregon Road, 2<sup>nd</sup> Floor, Lititz, PA 17601

**INSTRUCTIONS:** to reserve the Manheim Township Fire Rescue Meeting Room, please call 717-397-5881 ext 107, to determine room availability. Priority for the room is given (in order) to Township associated business and meeting activities, Township citizens and Non-Profit Groups, and other external groups.

**BILLING:** This reservation form must be completed and returned at least seven (7) days prior to the requested use of the meeting room. Please see attached rental fee information and note that an invoice will be mailed to you after the rental and payment is due within 30 days of receipt.

**FOOD & CATERING:** Food shall be limited to beverages and light food trays only. Every group is responsible for its own food arrangements. The Township will not be responsible for organizing the set up or pick up time for your catering. Please be sure to dispose of all cups, plates, napkins, papers before departing.

**ROOM CAPACITY:** Please be aware that while our conference room maximum occupancy is 70 people, we are only able to accommodate **50 people for seating.**

**CANCELLATION POLICY:** We require a cancellation notice of 24 hours in advance. The Township is not responsible for cancelling any catering orders.

**REQUESTOR:**

Individual/Organization Name: \_\_\_\_\_

C/O Individual/President/Authorized Representative Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone/Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Reservation Date Requested:**

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

Time: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

## MTFR Meeting Room Agreement

The purpose of this agreement is to set forth the terms and conditions under which Manheim Township Fire Rescue may enter into this contract with User to provide conference room services. Please read and initial the following terms and conditions to indicate that you understand and will comply with this agreement (initial spaces provided below):

- I will be responsible for reading all room rental policies and procedures herein.
- I understand that alcoholic beverages and/or drugs are PROHIBITED on the premises; I understand and will abide by the “smoke free” policy in the building and understand that smoking is PROHIBITED in the building.
- I will pay all required user fees for the room within 30 days of receipt of the invoice.
- I agree to be present when any food service setup is arranged, will make sure catering services pick up on time after the event.
- I agree to notify the Manheim Township Fire Rescue of any catering arrangements when finalized, if applicable.
- I will notify Manheim Township Fire Rescue of any catering arrangement in advance; I agree to keep the facilities in good condition and will be cautious when serving refreshments and light food. If an accident does occur, I agree to notify Manheim Township Fire Rescue as soon as possible so that proper clean up can be made.
- I understand that the meeting room is not available during Township observed holidays
- I understand and agree that I will assume all responsibility for damage or liability of any kind arising out of, or by reason of, the use of the Manheim Township Fire Rescue meeting room. I agree that any loss or damage to the Township property will be charged and invoiced back to the responsible party for full reimbursement to the Township. Manheim Township Fire Rescue reserves the right to request proof of liability insurance with the Township named as additional insured prior to the event date.
- I understand and agree to indemnify, defend and hold harmless Manheim Township Fire Rescue, its officers, agents and employees for any and all liability, claim, loss, expenses or cost of obligations on account of or arising out of any injury, death or damage to persons or to property from whatever cause where such injury, death or damage is connected with the event and/or use of the meeting room.
- I understand that **one** door at the Fire Station will be accessible for the meeting at the back of the building, top of the metal stairs. Please be sure to alert all meeting attendees they must use this door to enter and exit the building. This door will be unlocked one half hour prior to the meeting and locked one half hour after the meeting ends. If you should have any attendees that are in need of the elevator, please make Manheim Township Fire Rescue’s Administrative Assistant aware prior to scheduling the meeting so arrangements can be made for an alternate door to be accessed for those needing wheelchair access or use of the elevator.
- I understand that Manheim Township Fire Rescue will suspend or terminate the function in the event of non-compliance of posted seating/room capacities in compliance with building safety rules.

This agreement is between Manheim Township Fire Rescue and the listed Individual/Business or Non-Profit Organization. On behalf of myself, or the named organization above, I agree to abide by the policies of Manheim Township Fire Rescue regarding the use of the facilities. I have read and understand all policies regarding fees and cancellations and other items.

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(Signature of Authorized Representative)

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(Date)