Ordinance #55

(amended December 10, 2007 - underlined)

Borough of Seven Fields

Public Use Policy for the Borough Office and Community Center

Section I: Borough Office/Council Chambers

A. The Borough meeting facilities and offices shall only be used by Borough Council, the Planning Commission, and duly authorized Committees of the Government of the Borough of Seven Fields. These facilities may also be used during normal working hours for individuals or groups to meet with any Borough official or committee of the Borough of Seven Fields.

B. The Borough meeting facilities and offices are not to be used for any other individuals or groups for any reason except by specific authorization of Borough Council or pursuant to additional rules and regulations adopted by Council.

Section II: Community Center

A. The Community Center may be used by any resident or public groups organized within the Borough of Seven Fields for any private or public function, except as hereinafter restricted.

B. Any individual or group who wishes to use the Community Center will apply for said use at least 10 days prior to the requested date. The person or group making the application will be required to deposit up to $200 as a security deposit for the key and against any damage.

   The key for the Community Center shall be picked up by the applicant by 5:00 p.m. on the last business day that the Borough Office is open prior to the meeting date, and shall be returned no later than noon of the next business day of the Borough. A $10 per day late fee will be charged against the renter's security deposit if the key is not returned to the Borough Office as herein required.

C. Application will be made upon a form provided at the Borough Office and shall require the name and address of the applicant, a general description of the purpose, and an estimate of the number of persons involved or attending the meeting. Application must be submitted to the Borough Manager.

D. Because the Community Center is owned by the Borough of Seven Fields, the facility may not be rented for purposes of political or religious meetings which are open to the public and used for the purpose of soliciting members, advocating a particular political position or religious doctrine. No activity, event or party, unless sponsored by the Borough, may be by open invitation. All activities at the Community Center must be by invitation only unless Borough sponsored. In addition, there can be no cover charge fee, or any charge imposed to attend or participate in such an activity, unless it is a Borough sponsored activity. Only charitable groups (with 501(c)(3) IRS approval) or community groups, which have obtained approval for such meetings, can hold meetings open to the public. Such open meetings may only be held for the purposes of introducing the organization to new perspective members. Religious or political groups may use the facility for private meetings, not open to the public, where attendance is by private invitation. The purpose of this policy is not to discriminate against such groups, but

to prevent the involvement of the Borough in the appearance of the endorsement support of any one particular religious or political organization. This policy is adopted in part, because of the wide availability of non-governmental facilities in the area for the use of such organizations and groups. If the Borough Manager, after consultation with the Borough Solicitor decides any group should be denied a permit that violates the terms of this Section, the group shall be immediately advised of the refusal, and the reason therefore.

All activities held at the Community Center must have adult supervision, with at least one adult for every twenty (20) participants. If the event is to be held for a private party for minors, the parent or parents of the sponsoring minor must be present, or arrangements made for other adults to be in a supervisory position.

E. Every applicant shall pay a rental fee and security deposit based on the following schedule:

Applicant	**Fee**	**Security Deposit**
Organizations with a Section 501(c)(3) exemption approved by IRS	Free	$100.00

If an organization with a Section 501(c)(3) exemption approved by the IRS reserves the Community Center to hold a fund raising activity, said organization shall be required to pay the fees as set forth hereinafter for private individuals, businesses, and organizations that do not have a Section 501(c)(3) exemption approved by the IRS.

Applicant	**Fee**	**Security Deposit**
Private individuals, businesses, and all organizations that do not have a Section 501(c)(3) exemption approved by the IRS	$60 for the first two hours (two hour minimum) and $20 for each additional hour	$200.00

F. Non-profits, charitable organizations and similar organizations located in Seven Fields may reserve the Community Center up to One (1) year in advance, while private individuals and businesses may reserve the Community Center up to ninety (90) days in advance.

Cancellations made less than eight (8) days prior to the reserved date will result in a forfeit of the entire rental fee to the Borough. Cancellations made eight (8) to fourteen (14) days prior to the reserved date will be charged a $20.00 cancellation fee. This cancellation policy also applies to reservations which are canceled and re-scheduled. Cancellations made more than 14 days prior to the reservation date will receive a full rental fee refund.

G. Within ten (10) days of the meeting, the Borough Manager shall refund the security deposit minus any deductions for repairs necessitated by the use of the facility. The individual or group renting the facility shall be responsible for the payment for repair of any damages that occur to the Community Center during the period of rental.

H. Set-up and clean-up must be included in the rental time. It shall be the responsibility of the individual or group that has rented the Community Center to clean the facility after the period of use and to place all waste materials in plastic bags and to deposit them in the waste containers provided by the Borough for the Community Center. The cleaning responsibility shall include, but not be limited to, cleaning the kitchen and bathroom facilities, vacuuming or sweeping public meeting areas and cleaning up the exterior grounds of the Community Center. Any furniture or other equipment located in the Community Center must be returned to its original storage area or placement. A fee of no less than $25.00 will be charged against the renter's security deposit if the Borough's inspection of the facility after the rental notes damages or improper cleaning of the facility by the renter.

   The Community Center will be in a clean and orderly condition before each period of rental. The individual or group renting the Community Center should report any damage or disorderly condition they discover prior to the actual use of the facility.

   The renter's $200.00 security deposit will be forfeited if the Community Center's rules and regulations are violated during rental.

I. The Community Center may be used between the hours of 8:00 a.m. and 11:00 p.m. Monday through Saturday, and 1:00 p.m. and 11:00 p.m. on Sundays. The clean-up of the facility shall be completed by 11:00 p.m. and all parties using the Community Center shall depart the building and parking lot by that time.

J. No alcoholic beverages or controlled substances may be used or served within the Community Center or on the publicly owned property of the Borough.

K. The Community Center may be used without a fee by organizations which have a 501(c)(3) exemption approved by the IRS. Any private organization, private party, or business will have to pay the rental fee. A fee must be paid by non-profit organizations that are not charitable in nature, but which do generate income and a profit for the organization, by the provision of products or services for sale to the public.

L. Any person applying for the use of the Community Center under these rules and regulation must be at least eighteen (18) years of age and a homeowner or tenant and signatory to a written lease. If a person applying for use of the Community Center is a child, or relative of a home owner or lease holder, the home owner or lease holder (both husband and wife, if applicable) must also sign the application and be responsible for all of the terms and conditions of the application of the rules and regulations of use for the Community Center. Only residents of Seven Fields may apply for use of the Community Center.

ORDAINED AND ENACTED by the Borough Council of Seven Fields, this 10th day of December, 2007.

/s/ John White
John White, Council President

/s/ Thomas B. Smith
Thomas B. Smith, Borough Manager