

ARDSLEY COMMUNITY EDUCATION CENTER

Facility Use Rules and Regulations

1. All applications must be made to the Ardsley Community Education Center and will be processed on a first-come, first-serve basis.
2. Reservations must be secured (through approval of this application) at least two (2) weeks in advance of the date desired. Refunds for cancellations will be given only if notice of cancellation is given one (1) week prior of the use date. A Five (\$5.00) Dollar handling fee will be charged if notice of cancellation is given less than one (1) week before the use date.
3. Groups holding regular meetings and/or sessions throughout the year need to file only one application at the beginning of each calendar year.
4. In the event multiple requests are received for the same facilities for the same period of time, the Center may reschedule room allocations accordingly to meet the needs of all concerned.
5. The Township shall have the highest priority for the use of a facility. The Center reserves the right to cancel any contract granted if the facility is needed for Township sponsored activities.
6. Charges are payable in advance, in full, unless other written arrangements are made with the Center Coordinator. All applications must contain complete or estimated information for consideration.
7. Make checks and/or money orders payable to the Ardsley Community Education Center.
8. Groups will be advised by the Center Coordinator if a Security Deposit is required. This deposit will be returned by mail upon satisfactory use and condition of facilities.
9. All personal accidents and property damages, regardless of severity, must be reported to the Center office immediately or as soon as the user group is notified of same.
10. Use will be granted in writing for specific areas or rooms in building and it will be the responsibility of the organization to see that other areas or rooms will not be entered or disturbed. The organization must provide competent adult supervision for all activities as prescribed by the Center. The individual and/or organization to whom the application is approved and issued will be held responsible for property damage, theft and personal harm to all concerned.

(See other side)

11. **The facility shall not be used for any purpose other than as designated in the application, and the organization may not sublet or transfer their rights or privileges to any other individual, group or organization.**
12. **Gambling and the use of alcoholic beverages or narcotics are strictly prohibited. Smoking is prohibited except in specially designated areas.**
13. **No silverware, dishes, or cooking utensils will be provided in the cafeteria. If a caterer is used, the Center office must be modified in advance of the caterer's desired time of entry.**
14. **The Center reserves the right to require that certain support services (e.g. Security) be on hand at some events which may call for additional fee assessments.**
15. **The organization agrees that it is responsible for all publicity for the activity.**
16. **When admission is charged, the applicant and/or organization shall be responsible for payment of any admission tax or other tax or fee levied by a government unit and must submit records to the Center as having paid the tax and other fees levied in addition to an itemized attendance report.**
17. **The organization shall have control of those who may be admitted to the activity, except Township and Center officials who shall be admitted for administrative, supervisory, or custodial purposes.**
18. **The Center reserves the right to eject anyone who is deemed by its representative to present himself or herself in a disorderly fashion.**
19. **The Center is not responsible for items lost or stolen during or between activity periods.**
20. **The Center reserves the right to make other rules, practices and procedures as necessary that are in the best interests of the public's health and welfare. This provides flexibility to solve special problems that may arise in the interim.**
21. **In accordance with Park Ordinance #115-1, provision #27:**
 - a. **"No gathering or meeting of any kind assembled through advertisement shall be permitted in a park or playground. Meetings or gatherings for political or industrial purpose are not permitted."**
22. **The Ardsley Community Education Center is open to all persons in Abington Township or surrounding areas regardless of sex, race, religion, or national origin.**