

## CLIFFORD TOWNSHIP

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### **Clifford Township Building and Grounds Use Policy**

#### **Introduction**

Building and grounds use activities fall under the jurisdiction of the Clifford Township Board of Supervisors (The “Board”) which oversees the use of building and grounds. No commitment for property use is finalized until the use agreement has been completed and approved by the Board or its designee.

Approval of building and grounds use does not constitute or imply endorsement of any individual or group, their mission, or their positions. Groups or individuals approved to use the building and grounds must not advertise the event in such a way as to imply endorsement by Clifford Township. No activities or advocacy may take place at the building and grounds that conflict with the policies of Clifford Township and or the Board.

Building use is limited to civic, service or educational activities that support the ideas of Clifford Township and its’ residents.

Scheduling of the building and grounds use is based upon availability at the time of the request.

Included in this guide are the following:

1. Steps to Secure Scheduling for Building and Grounds Use
  2. Fees for Building and Grounds Use
  3. Rules and Regulations
    - A. Breakage
    - B. Smoking
    - C. Upkeep and Responsibilities
    - D. Alcohol and Controlled Substance Policy
    - E. Food and Drink
    - F. Decorations
    - G. Starting and Ending Times
    - H. Storage
    - I. Parking
    - J. Security
    - K. Final Decisions
    - L. Emergency Scheduling Conflicts
  4. Emergency Plan
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### **1. Steps to Building and Grounds Use Scheduling**

- A. Download the proper form from <https://www.cliffordtownship.org> or obtain one from the township secretary and fill out.
- B. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- C. Return the complete agreement to the township by email [cliffordtownship@yahoo.com](mailto:cliffordtownship@yahoo.com) or in person to the township secretary at least two weeks in advance of the event. The Board will then evaluate your request and you will be notified if it is approved or not approved. After approval, applicable fees are due in the township secretary's office at least one week prior to the event.

### **2. Fees for Building and Grounds Usage**

A refundable deposit of \$100 is required to schedule your event at the Clifford Township Building. A refundable deposit of \$50.00 is required to schedule your event at the Clifford Township Grounds. Upon completion of the event, the site will be inspected by township employees. If the user has complied with all terms of this agreement, the deposit will be returned within one week of the event. If it is determined that a violation occurred, the user will receive written notice as to why the security deposit is not being returned.

### **3. Rules and Regulations of Clifford Township Building and Grounds**

#### **A. Breakage**

Persons and/or groups using our building and grounds are expected to exercise reasonable care and judgment in such use to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the township in cleaning, repairing or replacing any area of the grounds or any part of the building or its furnishings and equipment which on the judgment of the township has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

#### **B. Upkeep and Responsibilities**

Persons or groups are responsible for tidying up after use. Broom and dust mop can be found on the stage. Keep gym floor dry.

#### **C. Smoking**

All individuals using our building and grounds shall abide by a "No SMOKING" rule at all times. Smoking of any kind, including vaping, is strictly prohibited on all township properties. Violation of this rule will result in forfeiture of your deposit and denial of all future requests for use of township building and grounds.

#### **D. Alcohol and Controlled Substance Policy**

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on township property, including the outdoor areas and parking lots.

#### **E. Food and Drink**

No food or drink is allowed in the gym or meetings rooms except for water.

#### **F. Decorations**

Decorations may only be attached with non-destructive items. All such decorations must be removed immediately and completely following the event.

#### **G. Starting and Ending Times**

*Monday through Sunday 8:00am - 9:30pm*

The building must be completely cleared no later than 10:00pm to allow the building to be closed promptly.

#### **H. Storage**

All organizations using the building and grounds will be responsible for the storing of their materials offsite, unless otherwise arranged.

#### **I. Parking**

Parking in the township parking lot and designated handicapped parking spaces is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the township is not responsible for theft or damage to personal property.

#### **J. Security**

The township works to maintain a safe and secure environment within the building and grounds. There are cameras in use in both locations. However, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The township is not responsible for theft or damage to personal property.

#### **K. Final Decisions**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Board of Supervisors shall decide the matter and all individuals and groups, abide by the Board's directions or forfeit immediately the use of any part of the building and grounds. Arrangements for access into the building and grounds will be made upon approval of the Clifford Township Grounds Use Form or Clifford Township Building Use Form.

#### **L. Emergency Scheduling Conflicts**

In the event of an emergency, the township will become a Red Cross shelter and warming station. For this reason, it reserves the right to pre-empt any building and grounds use. Notice will be provided as early as possible.

### **4. Emergency Plan**

#### **Tornado Warning:**

Move your group to the buildings main hallway because there is more walls and structure.

#### **Fire Evacuation Plan:**

- A.** Person responsible must keep a roster of people in your group.
- B.** Person responsible for the group must decide on a meeting spot: Main Pavilion, Salt Shed, Main Garage (*code provided upon request*), Cemetery, Memorial Park (front) etc. At the time of the emergency the person responsible will decide which location to meet at and make sure everyone is out and

**Fire Extinguishers are located: two in the main hallway, kitchen, daycare, furnace room, museum.**

**Automated External Defibrillator (AED) is located in the main hallway with instructions for adults and children (instructions inside)**

**In case of emergency call 911**