

**Borough of State College**  
**Facility Use Policy and Regulations**

Approved 11/5/2001

Revised 10/26/2007

**The Policy**

State College Borough recognizes the benefit of providing approved groups/organizations the use of Borough meeting room facilities to conduct lawful business that supports the municipal purposes of the Borough, as defined. Use of facilities for non-municipal purposes and/or for-a-fee events shall require approval by the Borough Manager or his/her designee. Use of Council Chambers for non-municipal purposes shall require specific approval by Borough Council.

Requests for use of facilities shall be in writing and be submitted to the Borough Manager's office. Use of the facilities must be in accordance with the Borough's Facility Use Policy and Regulations. Such use of facilities shall not interfere with Borough activity or operations and shall, at all times, be subject to the conveniences, requirements, and activities of the Borough. The Borough believes that a fee is appropriate, in some circumstances, to recover the Borough's costs. The Borough reserves the right to refuse any application for cause. No tobacco, alcohol, or drug use is permitted within any Borough facility.

Parking is not provided for attendees of meetings held in municipal facilities. Attendees should be directed to the Borough website for a guide to downtown parking resources.

**Please note** that no supplies will be offered or copies will be made. All supplies or equipment should be brought with you. If you should need assistance during your meeting, please go to Rom 324, Administration.

**The Regulations**

**The following regulations relate to the use of State College Borough facilities. Exceptions to the regulations require the approval of the Borough Manager or Borough Council.**

**1) Definitions**

- a) **"Municipal purposes"** includes the discussion of official Borough business requested by Council or staff; discussion of Centre Region Council of Governments business; official use by other governmental agencies including the State College Area School District, Centre County, the Commonwealth of Pennsylvania, and other local governments to discuss business matters in which the State College Borough has an interest; meetings by groups in which the Borough has official representation; political groups meeting for the purpose of discussing Borough elections and Borough candidates. "Municipal Purposes" include meetings of Community based groups, Borough Neighborhood Associations and Social Service Agencies as defined below.
  
- b) **"Community-based groups"** include non-profit social service agencies of social services available to and used by citizens of the Borough; business meetings of Borough Neighborhood Associations; non-profit interest groups organized in the

State College Borough specifically to deal with issues of preservation of the environment, planning, and the protection of human rights and welfare.

- c) **“Borough Neighborhood Associations”** includes College Heights Neighborhood Association, Holmes-Foster Neighborhood Association, Highlands Civic Association, Greentrees Neighborhood Association, Vallamont Neighborhood Association, State College South Neighborhood Association, Tusseyview Neighborhood Association, and North Highlands Neighborhood Association. If additional neighborhood associations are formed they will automatically be included in this list.
- d) **“Social Service Agencies”** are nonprofit social service agencies providing basic human services or recreational services to Borough residents. Typically, the social services are provided under contract with the federal, state, or county governments. If these services were not provided by the social service agencies, it is likely the Borough, County, or Commonwealth would provide the service.
- e) **“Non-Municipal Purposes”** are proceedings not falling under the scope of “Municipal Purposes” defined above. Non-municipal purposes include the conduct of training programs open to agencies other than the State College Borough or recognized Community-based groups or Borough Neighborhood Associations or Social Service Agencies that were not specifically requested by or attended by such groups.

## 2) **General Regulations**

- a) Any person failing to comply with the established rules and regulations or violating any federal, state, or local law or regulation may be required to leave the premises.
- b) Tables and chairs are to be used indoors only and only for the specific use for which they are intended. At no time should anyone stand on tables or chairs, or sit on tables. All tables and chairs must be returned to their original arrangement. Relocating tables and chairs from other rooms is prohibited.
- c) Approved reservations cannot be transferred, assigned, or sublet.
- d) For non-municipal uses, user or designee must be present during all hours of scheduled event
- e) Facilities must be left by the using organizations in the condition in which they were found. Facilities should be free of all litter and the furniture returned to its original position. Failure to do so will result in the assessment of custodial charges and associated overhead.
- f) Damage to furniture, fixtures, walls, or floors must be reported to the Borough within 12 hours of the occurrence of the damage. Costs to clean or repair damage will be invoiced to the organization using the facility. Such costs shall be billed to the group using the facility and shall be paid in full within 30 days of the date of the invoice. Failure to pay within 30 days shall result in an additional penalty of 1% per month on the unpaid balance. The Borough reserves the right to file suit to collect damages.
- g) No alcohol, tobacco, or drug use is permitted in Borough facilities.
- h) Open flames of any kind are prohibited.

- i) Failure to comply with the rules for facility use may disqualify the user from further use of Borough facilities.
- j) Any group denied use of Borough facilities that believes said denial is not in accord with this policy may appeal such denial to Borough Council.
- k) No supplies will be offered or copies will be made. All supplies or equipment should be brought with you. If you should need assistance during your meeting, please go to Rom 324, Administration.

**3) Facilities Available for Reserved Use:**

- Room 201 – Community Room (Auditorium Seating for large groups of up to 75 people. Additional seating may be arranged for groups up to 100)
- Room 112 – Conference Room (Conference table with seating for up to 12 people)
- Room 220 – Conference Room (Classroom arrangement with seating for up to 18 people)
- Room 241 – Conference Room (Conference table with seating for up to 20 people)
- Room 242 – Conference Room (Conference table with seating for up to 12 people)
- Room 304 – Council Chambers – *Available only for Borough Council and ABC's unless special permission is granted by Borough Council.*
- Municipal Building Plaza – *Available only with special permission granted by the Borough Manager or Borough Council.*

Several rooms on the list can be set up in a variety of ways. When inquiring about availability, users should consider set up options available and include that information in the reservation request

**4) Facility Use Hours**

- a) Monday through Friday (non-holidays) – No event can begin prior to 8:00 a.m. or end past 11:00 p.m. without the approval of the Borough Manager's Office.
- b) Saturday (non-holidays) – No event can begin prior to 8:00 a.m. or end past 12:00 p.m. without the approval of the Borough Manager's office.
- c) Facilities are not available for use when a holiday is observed and offices are closed except through special arrangement with the Borough Manager's Office.
- d) The hours reserved must include set-up and clean-up time. All individuals associated with the event must vacate the facility by the indicated ending time. The hours for an event may not be extended without approval of the Borough Manager's Office.

**5) Reservations/Applications**

- a) An application (on the Borough's form) must be completed and submitted to the Borough Manager's Office located at 243 South Allen Street, State College, PA 16801. This application can be obtained using the Borough's web page at [www.statecollegepa.us](http://www.statecollegepa.us). A liability waiver must also be completed prior to facility use.

- b) Reservations for events taking place during normal Facility Use Hours described in #3 above must be made no less than two weeks in advance and no more than six months in advance. Reservations may be accepted with less than two weeks notice at the discretion of the Borough Manager or his/her designee if facilities and staff are available.
- c) Reservations for use outside normal Facility Use Hours described in #3 above must be made no less than 30 calendar days in advance.
- d) Reservations notwithstanding, the Borough of State College reserves the right to cancel any event scheduled if facilities are required for the conduct of official business of the municipality.
- e) Facilities may not be reserved for recurring regular meetings for non-municipal purposes. Groups must submit an application for each use and are not guaranteed availability.
- f) The Borough reserves the right to deny any request for cause. Reasons for denial include failure to comply with the Borough's Facility Use Policy and Regulations; conflicts in facility use; the lack of Borough staff available to be present during an event.
- g) Cancellations will only be accepted from the permittee (the person who signed the reservation application). Every effort should be made to cancel meetings by calling the Borough Manager's Office (234-7110) no less than one week (7 days) prior to the scheduled event. Cancellations less than one full business day prior to the event will forfeit deposit if the Borough has incurred a cost as a result of the scheduled event.
- h) The Borough Manager has the right to waive any time requirements of this section.

6) **Fees**

- a) Events for municipal purposes – Generally, rental fees will not be charged to groups meeting for municipal purposes if the facilities are left in a clean condition and arranged in the same manner that existed prior to the groups use. Any group that fails to comply with this policy will be charged for required custodial services. Any damage to furniture, fixtures, walls, and/or carpets/floors will be repaired and the cost invoiced to the group using the facilities (see General Regulations). **Any group meeting for municipal purposes outside the Facility Use Hours in #3 above will be charged a fee to cover the cost of scheduling staff. Any group charging an admission fee will be charged a fee based on the table below.**
- b) Events for non-municipal purposes – Room deposit is required based on the Fee Table below. Rental fees for groups meeting for non-municipal purposes shall be charged as indicated below. Groups are expected to leave the facilities in a clean condition, arranged in the same manner that existed prior to the groups use. Any group that fails to comply with this regulation will forfeit their deposit. Additional amounts may be charged for custodial services required based on established time and materials rates for time required. Any damage to furniture, fixtures, and/or carpets/floors will be repaired and invoiced to the group using the facilities (see General Regulations).
- c) For-a-fee events – Deposits and rental fees for all for-a-fee events will be charged as indicated below regardless of the municipal or non-municipal purpose of the event.

All rental fees are due and payable prior to room occupancy. Rental fees are refundable with no less than one week (7 days) notice to the Borough Manager's Office.

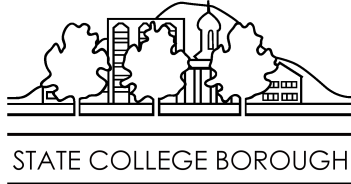
- d) Invoices not paid within 30 days will be subject to a 2% late fee per month. Groups with unpaid invoices over 30 days will be denied the use of Borough facilities until all invoices are paid.

Fees are as follows:

<b><u>Room</u></b>	<b><u>Deposit</u></b>	<b><u>Non-Municipal Groups Purposes</u></b>	<b><u>For-a-Fee Events</u></b>
Room 112	\$25.00	\$10.00 per hour	N/A
Room 220	\$50.00	\$12.00 per hour	\$30.00 per hour
Room 241	\$50.00	\$12.00 per hour	N/A
Room 242	\$50.00	\$10.00 per hour	N/A
Room 201 (Community Room)	\$100.00	\$30.00 per hour* \$80.00 ½ day*(up to 5 hours) \$160.00 full day*	\$70.00 per hour* \$200.00 ½ day* (up to 5 hours) \$400.00 full day*
Room 304 (Council Chambers)	\$100.00	Permission required.	Permission required.

\* An additional \$20 per hour fee will be charged for use of the kitchen facility.

Borough of State College  
243 South Allen Street  
State College, PA 16801  
Phone: (814) 234-7110  
Fax: (814) 231-3082  
Website: [www.statecollegepa.us](http://www.statecollegepa.us)



OFFICE USE ONLY	
Date Rec'd:	_____
Entered in System:	_____
Applicant Notified:	_____
Required Fee:	_____
Payment Rec'd:	_____
Room Scheduled:	_____

### APPLICATION FOR THE USE OF BOROUGH FACILITIES

The undersigned hereby makes application for the use of State College Borough facilities:

Applicant's Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ From: \_\_\_\_\_ a.m. p.m. To: \_\_\_\_\_ a.m. p.m.

Room Requested: \_\_\_\_\_ Number Attending (approx.): \_\_\_\_\_

*By default, your event will be listed on our lobby display. If you **DO NOT** want it listed, please check this box:*

Setup if requesting the Community Room (Room 201): \_\_\_\_\_

**Please note that parking is not permitted on-site.** Please use one of the municipal parking garages (Beaver Avenue, Pugh or Fraser Street) or one of the metered parking lots (Allen Street or Beaver Avenue).

**No supplies will be offered or copies made.** All supplies or equipment should be brought with you. If you should need assistance during your meeting, please go to Room 324, Administration.

**No rearranging of furniture allowed.** Please do not rearrange furniture. You must also leave the room in the same condition as when you arrived. If clean up is necessary, you will be billed our custodial rate.

Organization Category: (check one – See Facility Policy for definitions)

- |                                     |                          |
|-------------------------------------|--------------------------|
| 1. Municipal Purpose                | 4. Community-based Group |
| 2. Borough Neighborhood Association | 5. Non-Municipal Group   |
| 3. Social Service Agencies          | 6. For-a-fee Event       |

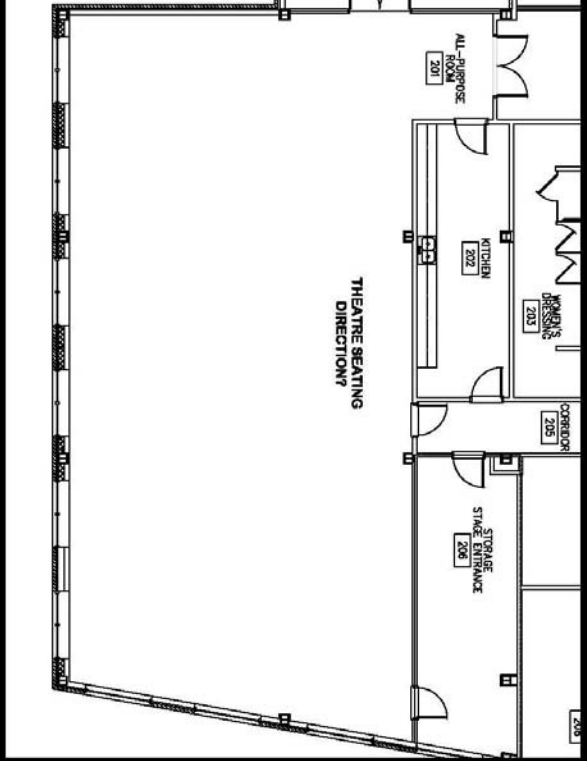
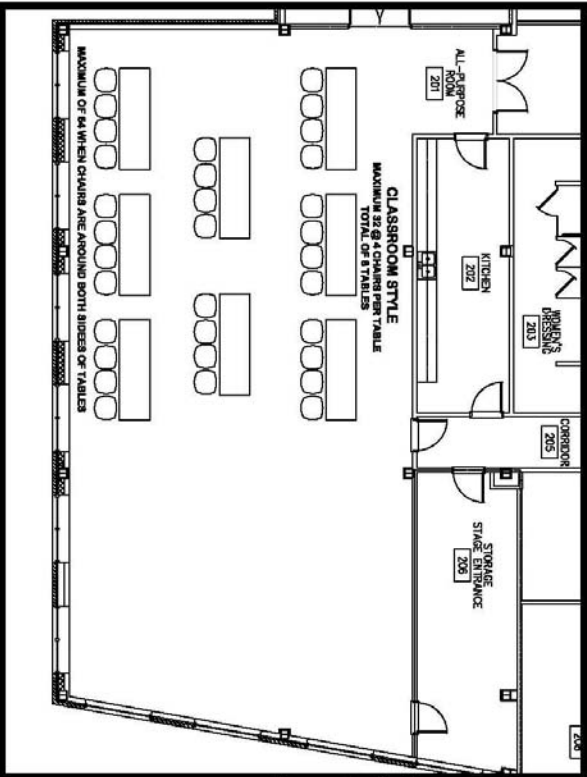
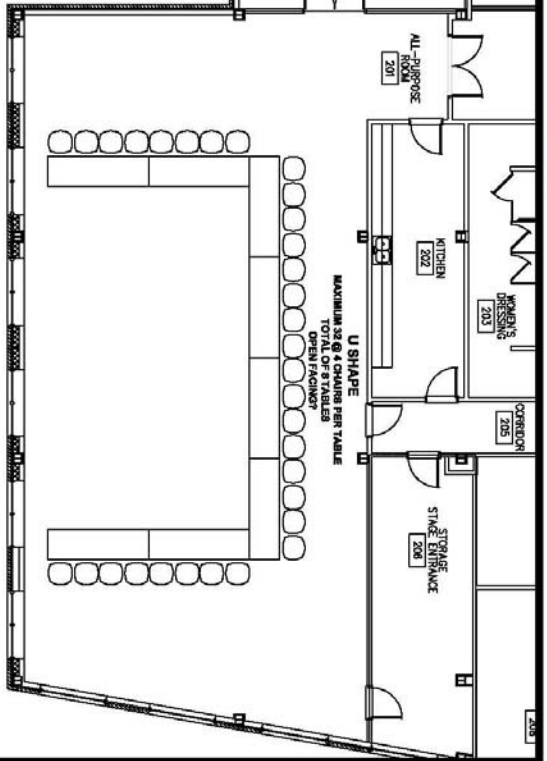
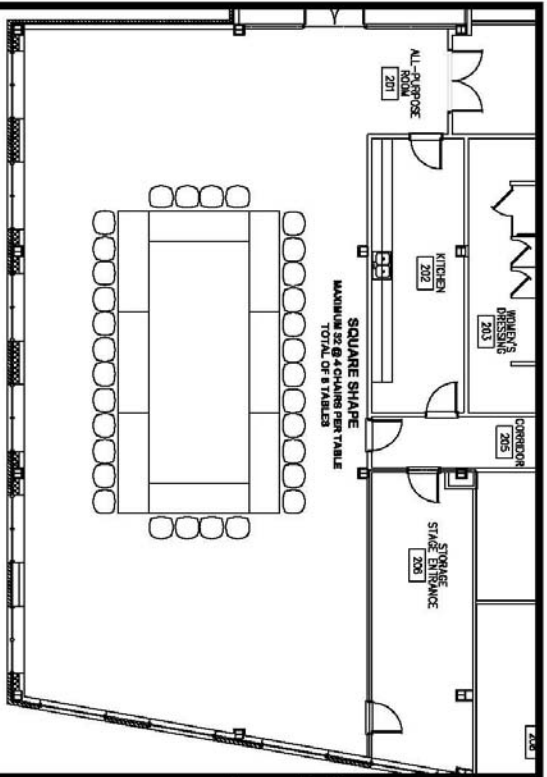
I have received and understand the Borough of State College Facility Use Policy and Regulations as it pertains to the use of Borough facilities and accept responsibility for meeting the requirements stated herein. I, the undersigned representative acting on behalf of the organization, hereby release the Borough of State College, its successors and assigns, from liability for any damage or injury to any person or thing pursuant to the grant of permission by the Borough to use such premises.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Only physical and digitally verified signatures are accepted.)*

You may save and submit this form to [boro@statecollegepa.us](mailto:boro@statecollegepa.us) as an attachment, fax to (814) 231-3082, or deliver to 243 South Allen Street, Room 324.

ROOM 201 (All Purpose Room) Seating Options



ROOM 220 Seating Options

