

# JEFFERSON TOWNSHIP

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Supervisors

## POLICY FOR USE OF JEFFERSON TOWNSHIP BUILDING & GROUNDS

The Jefferson Township Municipal Building is intended primarily to serve as the center of township government. The building contains offices for the Board of Supervisors, Police Chief and Township Secretary/Treasurer, all of which are necessary adjuncts for the implementation of township business and therefore have priority claim to building and grounds use. However, the Board of Supervisors may permit the use of the township building and grounds for social recreational purposes when such other uses do not conflict with the necessary township governmental needs and purposes.

I The use of the Jefferson Township Municipal Building or grounds may be secured upon the following conditions:

1. A permit for the use of the township building and grounds shall be completed by the authorized organization representative or individual desiring to use the building and grounds. When leased for charitable purposes, a statement from the President or designated representative of said organization will indicate the charitable purposes for which such lease is intended.
2. The application shall describe briefly the type of activity to be held.
3. In cases of questionable use, the Jefferson Township Board of Supervisors shall be the sole judge of the practicality and suitability of the requested activity and reserves the right to reject any application.
4. Use will not be granted at any time for the financial gain of any individual or individuals or private commercial enterprises except by special permission of the Board of Supervisors.
5. The hours of use of the township building and grounds shall not conflict or interfere in any manner with regularly scheduled township activities. **The activity shall cease at midnight (12:00am) except by special permission of the Board of Supervisors.**
6. Reservations cannot be made more than one year in advance. Reservations are not valid until the permit has been approved and the deposit received. Refunds will not be granted on cancellation of reservations made less than one month prior to the scheduled event. No deposit refunds will be granted on cancellation of reservations made within one (1) month of the scheduled event.
7. The organization permitted to use the township building and grounds shall become responsible for the proper care of the building, equipment and grounds, particularly that which is directly used by the organization. Any items broken or missing must be replaced to the satisfaction of the Board of Supervisors and any damage beyond that which could be considered normal usage must be repaired at the expense of the group or organization renting the facility. Whenever the building and grounds are to be used free of charge the group using the building and grounds is responsible for the proper care of the facilities used by the group. The following guidelines must be followed:
  - a. **The serving or drinking of alcoholic beverages is not permitted on the premises.** The organization leasing the building and grounds shall be held strictly accountable for the enforcement of this requirement.
  - b. Arranging tables and chairs is the responsibility of the lessee. The cleaning and returning of chairs and tables to storage will also be the responsibility of the group using the facilities.
  - c. The floor of the community room must be dry-mopped or swept after each use by the lessee. ( Do NOT mop floors)
  - d. The picnicking areas and other park facilities must be kept clean and free of litter by the people using them. Receptacles will be provided for receiving refuse.
  - e. **Decorations cannot be permanently attached to the walls.** Decorations made from flammable materials are prohibited.

## II Fees

1. The intent of assessing rental fees is to recover utility cost and compensate for the extra costs in providing the facility.
2. Rental fees must be paid in advance before the commencement of the activity. A deposit of twenty-five dollars (\$25.00) and a fee for rental of one hundred twenty five dollars (\$125.00) must accompany the signed permit for both the community room or the Zahnizer Lodge.
3. These fees include use of the kitchen which includes the sink, stove and refrigerator.
4. Request for a police officer must be negotiated with the Chief of Police of the Jefferson Township Police Department.
5. Any individual, group or organization applying for a permit for use of the building must pay the deposit fee of twenty -five dollars (\$25.00). The return of the deposit fee will be approved to the lessee after the custodian has checked and given his approval that the building and grounds are in order. The deposit refund check will be approved at the following Supervisor's meeting.
- 6.

## III Procedures – Scheduling – Contract

1. An individual appointed by the Board of Supervisors will handle all functions for the Zahnizer Lodge and the community room and kitchen activities.
2. The Jefferson Township Municipal Building and all of its properties are tobacco free. No smoking is permitted in the building including the garage and on all properties.
3. These rules and regulations will be posted inside the Jefferson Township Building with copies available to lessees.
4. These rules and regulations apply to all functions on Jefferson Township buildings and grounds.

Reviewed 1/27/2022