

**BOROUGH OF WEST READING  
BERKS COUNTY, PENNSYLVANIA**

**RESOLUTION NO. 2025-17**

**A RESOLUTION OF THE BOROUGH COUNCIL OF THE BOROUGH OF  
WEST READING, ESTABLISHING A POLICY FOR USE OF MUNICIPAL  
FACILITIES/COUNCIL MEETING ROOM**

**Statement of Policy**

Recognizing that West Reading Borough buildings and grounds belong to the community, West Reading Borough offers the use of certain Borough facilities by and for the benefit of the community. In an effort to make the best use of available municipal facilities for public meetings and to avoid scheduling conflicts, the West Reading Borough Council have established procedures and an application form for use of the Council Meeting Room located at Borough Hall 500 Chestnut Street, West Reading, PA. Because West Reading Borough incurs additional costs when facilities are being used beyond normal use and hours, it is necessary to pass along some of these costs.

West Reading Borough will consider all applications without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or political persuasions or views or other status covered by applicable state or federal laws or regulations.

**Rules for the Use of Facilities**

1. Use, pending availability, is available to West Reading Borough related commissions, committees, boards and associations, government related training, functions, resident associations, youth and adult groups or associations, non-profit organizations or charities, and emergency services groups, associations, and training.
2. Borough facilities are not available for use by for-profit organizations or by profit-making groups. West Reading Borough specifically excludes the following types of uses for its facilities:
  - a. Business firms and other for-profit organizations soliciting or selling products or services, regardless of purpose.
  - b. Private social functions, such as showers, birthday parties, dances and the like.
  - c. Political campaigns and/or fundraising.
  - d. Programs which would interfere with the operation of the Borough by causing excessive noise, a safety hazard, security risk, etc.

3. Offices and other administrative areas, police department and public works facility are not intended for use under this policy. This policy governs the use of public areas of the Administration Building. The public area includes the Council Meeting Room.
4. Permission to use the meeting room shall be granted for events which are scheduled to begin and end between the hours of 8:00 am and 5:00 pm Monday through Friday. Permission for earlier or extended use may be granted with prior approval based on circumstance and the availability of staff to open and close the building. Events must be concluded and premises vacated by 9:00 p.m. Users that do not have approval for extended use must vacate the facility promptly at the approved departure time stated in the application.
5. At no time shall the facility exceed the legally permissible number of people as defined by the Building Code Official and the International Building Code (IBC) requirements. The maximum capacity of the West Reading Borough Council Meeting Room is 45 people.
6. The use of any West Reading Borough facility is subject to all ordinances and laws being complied with, specifically, but not limited to the prohibition of tobacco use and/or possession of alcohol or illegal drugs and compliance with all Americans with Disabilities Act (ADA) requirements.
7. Individuals or groups holding or attending meetings or events at the Administrative Building are to park in the parking lot, handicapped parking spaces are available.
8. The group/user may use equipment and furniture, such as tables and chairs that are owned by West Reading Borough and located in the meeting room. Tables and chairs may not be taken from another meeting room without prior approval. Any other needed equipment or furniture must be supplied by the group/user. After use of the room, the group/user shall be responsible for returning the meeting room to its original condition and configuration. The user is responsible for ensuring that all trash is placed in containers.
9. Food and/or beverages may be served and consumed only if approval is granted in advance of the event.
10. With prior approval equipment, displays, signs, banners, etc. may be set up in the interior entrance door (without blocking visibility) and meeting room. Signs, banners, decorations, etc. may be affixed to the interior entrance door, walls or light fixtures provided they are attached with a removable product that will not damage the facility in any way. Equipment, displays, signs, banners etc. may be put in place one half (1/2) hour prior to the start of the event. All equipment and/or décor must be removed at the conclusion. Borough staff will not be available to help with the set-up of the room or removal of any equipment, displays, signs, banners,

etc.

11. West Reading Borough reserves the right to deny requests for use if the user has previously violated the rules set forth in this policy.

### **Liability**

Any group using a West Reading Borough facility shall:

1. Be required to release West Reading Borough from any liability for damage caused to the user or its property during the time of use.
2. Hold West Reading Borough harmless from any liability to third parties for injury caused by the group or any person or groups that attend the event.
3. Be liable to West Reading Borough for any damages to Borough property or injuries to West Reading Borough employees or agents caused by the group or by any person attending the group's events, whether or not the damage is the result of negligence, intentional acts or accident.
4. Be responsible for paying maintenance costs associated with excessive clean-up. Maintenance costs will be determined on the employee's current hourly pay and benefit rate and any additional equipment or supplies needed in conjunction with the cleanup.

### **Application and Approval Process**

1. Applications, attached as Exhibit "A", for use of available rooms and facilities will be given on a first request basis. All West Reading Borough boards, commissions, committees, and any other groups under the control of West Reading Borough shall be given priority in scheduling.
2. The deadline for application form submission shall be submitted no later than the first Friday of the month in which the event is to be held, but no earlier than three (3) months in advance. Groups are generally limited to one reservation per month.
3. The application must include the name, address, phone number and e-mail address of the applicant or the person/officer in charge and must include the fee established by resolution from time to time. The applicant must be 18 years old or older. The Borough Manager shall grant or deny the applications in accordance with the list of acceptable users set forth in this policy.
4. All approvals will be based on facility availability and on a first-come-first serve basis and according to the rules set forth in this policy with the exception of Borough related functions.

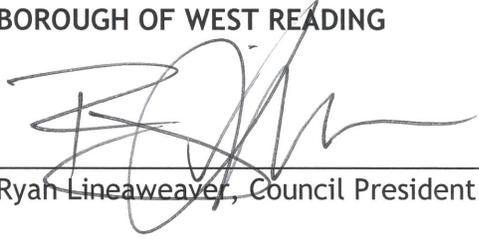
5. Applicants will be notified within one (1) week of submission of their request of approval or denial.
6. Cancellations shall be made to the Borough at least twenty-four (24) hours in advance. If notice is not given within the allotted time frame future applications may be denied due to violations of this policy.

West Reading Borough reserves the right to place restrictions and conditions on all functions including the evidence of liability or other appropriate insurance when needed.

DULY ADOPTED AND APPROVED this 15th day of July 2025.

**BOROUGH OF WEST READING**

By:

  
\_\_\_\_\_  
Ryan Lineaweaver, Council President

Attest:

  
\_\_\_\_\_  
Cynthia Madeira, Borough Secretary

Examined and approved this 15th day of July 2025.

  
\_\_\_\_\_  
Samantha Kaag, Mayor

Exhibit "A"

**West Reading Borough  
Municipal Facilities / Meeting Room Use  
Application**

This form is to be used by all groups entitled to use the facilities listed below for an event that is not a West Reading Borough associated commission, committee, board, or association. All groups under the control of West Reading Borough shall be given priority in scheduling.

**Requested Facility** \_\_\_\_\_ Council Meeting Room (maximum occupancy 45 persons)

\$ \_\_\_\_\_ 0-4 hours \$50; 4+ hours \$75; After hours \$50 per hour

**Type of Organization** (indicate all that apply)

- Government related                       Non-Profit organization                       Charity
- Resident group/association                       Youth-adult group/association
- Sports organization                       Emergency Services training/group/association

**Organization Name:** \_\_\_\_\_

**Organization Contact:** \_\_\_\_\_

A written response will be given; please indicate in which manner you would prefer to be notified.

**Address:** \_\_\_\_\_ **Phone #** \_\_\_\_\_  
\_\_\_\_\_ **Phone #** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**Beginning Time:** \_\_\_\_\_ **AM/PM** **Ending Time:** \_\_\_\_\_ **AM/PM**

**Estimated Attendance:** \_\_\_\_\_

**Subject/Purpose of Meeting:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(please be specific)

**Special Requests**

\_\_\_\_\_ Permission to serve refreshments      \_\_\_\_\_ Permission for pre and/or post extended use

\_\_\_\_\_ Permission to set up special equipment and/or décor (please list all below)

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1. Be required to release West Reading Borough from any liability for damage caused to the user or its property during the time of use.
2. Hold West Reading Borough harmless from any liability to third parties for injury caused by the group or any persons or groups that attend the event.
3. Be liable to West Reading Borough for damages to West Reading Borough property or injuries to West Reading Borough employees or agents caused by the group or by any person attending the group's event, whether or not damage is the result of negligence, intentional acts or accident.
4. Provide evidence of liability insurance coverage as part of any application that may involve physical activity, i.e. youth or adult sports organizations.
5. Be responsible for paying maintenance costs associated with excessive clean-up. Maintenance costs will be determined on the employee's current hourly pay and benefit rate and any additional equipment or supplies needed in conjunction with the cleanup.

Denial of Usage - West Reading Borough reserves the right to deny applications for use if the user has previously violated the rules set forth in the West Reading Borough Municipal Facilities/Meeting Room Use Policy or if the use would pose health or safety risks. The West Reading Borough Council and/or the Borough Manager reserves the right to approve all applications.

*I hereby accept liability and hereby agree to indemnify and hold harmless West Reading Borough, Pennsylvania, its officers, agents and all employees and volunteers, from any and all claims for bodily injury, personal injury, and/or property damage in connection with the use of any West Reading Borough facility. I accept responsibility for controlling the area until the meeting is finished. I accept responsibility for complying with all Americans with Disabilities Act (ADA) requirements. I recognize that it is my responsibility to supply ADA assistance for this event. I have read and agree to comply with the "West Reading Borough Rules for Use of Facilities". The undersigned hereby certifies that they are authorized to execute this document on behalf of the organization, association, group, etc. requesting use of the facility.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date