



# **INFORMATION TECHNOLOGY POLICY FOR THE RENTAL OF**

## **The Township of Radnor Conference Rooms and Equipment**

*Revised March 1, 2015*

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ATTACHMENT A – Conference Room and Equipment Rental Application

ATTACHMENT B – Fee Waiver Request Form

## **A. SUMMARY**

Radnor Township has invested into state-of-the-art conference rooms for the purpose of providing increased transparency and ease of use for the stakeholders of the community. The intention of this policy is to allow for the rental of these conference rooms during times when they are not in use by the Township for public purposes. Recognizing the cost to provide availability to the rooms and the accompanying audio/visual equipment, the Board of Commissioners has set forth appropriate fees to cover said costs. The Township will make every effort to work with applying groups but cannot guarantee availability. Questions regarding this policy should be directed to James Doling, Cable, Web, and Communications Coordinator at 301 Iven Avenue, Wayne, PA 19087, by email [jdoling@radnor.org](mailto:jdoling@radnor.org) or by phone at 610-688-5600 ext. 164.

## **B. GENERAL POLICY**

1. Two (2) Township conference rooms are available for rental.
2. Audio/visual equipment rental and videotaping services are available subject to Township staff availability.
3. Requests for waiver of fees for room rentals (if applicable) must be submitted in writing (see Attachment B) and shall be granted at the discretion of the Township Manager and subject to approval by the Board of Commissioners for certain community groups prior to the date of the intended rental. Fees for audio/visual equipment, staffing and setup/cleanup of rooms will not be waived.
4. Should human error result in the recording of incorrect information, the Township of Radnor, its officers, employees, and agents shall be held harmless.
5. The Township is not responsible for any errors in the recording of incorrect information or any failures to record meeting information.
6. The Township is not responsible in the event of any equipment error or failure and the Township staff will make every attempt to correct the problem.
7. Groups may not charge a fee for attendance to an event or sublease to another entity/group if held in a Township conference room.
8. Organizations using a Township room must publicize a disclaimer that "Radnor Township is not a sponsor of this meeting and does not endorse the group's policies or beliefs."
9. All groups shall execute a release in favor of the Township of Radnor and provide proof of liability insurance if requested by the Township of Radnor.

## **C1. Conference Room Rental Policy**

1. Two (2) Township conference rooms are available for rental.
2. Township conference rooms are generally available Monday through Sunday, 7:00am to 11:00pm.
3. All Township Boards, Commissions, and Township sponsored programs will receive priority when reserving a conference room.
4. The rental of public conference rooms must not conflict with any Township activity. A rental may be canceled or rescheduled if a conflict arises with a Township meeting.
5. Radnor Township reserves the right to cancel a reservation with three (3) days advanced notice.
6. If a conflict should occur, Radnor Township reserves the right to move a reservation to a different room, cancel audio/visual equipment rental and/or recording services. Radnor Township will make every reasonable attempt to correct the conflict.
7. Groups may reserve a room up to six (6) months in advance of the desired meeting date.
8. Township conference rooms are available to pre-teen and teen-age groups only if an adult sponsor continuously supervises the meeting. The number of supervising adults should be adequate for the number of minors attending the meeting.
9. The organization must provide the name and phone number of primary contact for the group.
10. The township building may be closed in inclement weather. If the building is closed, a message will be posted at the Township building, on the Township's answering machine, on the Township's website ([www.radnor.com](http://www.radnor.com)) and on the RTV scroll broadcasted by local cable companies on Comcast channel ten (10) and Verizon channel thirty (30). The Township may also be closed in other emergency situations such as a power outage, flooding, and lack of heat or air conditioning or other emergency situation. Township staff will make every effort to inform groups in such unusual situations.

## **C2. Conference Room Fee Policy**

1. Hourly rental fees are billed in accordance with the Consolidated Fee Schedule. Rental fees will be billed beginning with the meeting start time and end time listed in the application. Applicant will be invoiced for any additional fees due.
2. Applicant will be invoiced for any damages incurred or when cleanup by the Township is required.
3. Monday thru Friday: conference room rental fees are in one (1) hour increments.
4. Saturday, Sunday and Township Holidays: conference room rentals will be billed double-time and will be billed in one (1) hour increments.
5. Requests for waiver of fees for room rentals (if applicable) must be submitted in writing (see Attachment B) and shall be granted at the discretion of the Township Manager and subject to approval by the Board of Commissioners for certain community groups prior to the date of the intended rental. Fees for audio/visual equipment, staffing and setup/cleanup of rooms will not be waived.

## **D. Equipment Rental and Staffing Fee Policy**

1. Hourly rental fees are billed in accordance with the Consolidated Fee Schedule. Rental fees will be billed beginning with the meeting start time and end time listed in the application. Applicant will be invoiced for any additional fees due.
2. Monday thru Friday: audio/visual equipment (i.e. podium, microphones, DVD/VCR, TV with cable connection) is available upon request for a fee and is subject to Township staff availability. Equipment may not be used unless a qualified Township staff member is present.
3. Monday thru Friday: video recording is available upon request for a fee and is subject to Township staff availability.
4. Audio/visual equipment rental and staffing fees are based on a two (2) hour minimum and are billed in one (1) hour increments.
5. Fee waiver does not apply if audio/visual equipment, room setup or room cleanup are requested.

## **E. Conference Room, Equipment Rental, and Staffing Reservations**

1. Conference room reservations must be placed at least five (5) business days in advance for each requested use. Reservations may be made by contacting James Doling, Cable, Web, and Communications Coordinator at 301 Iven Avenue, Wayne, PA 19087, by email [jdoling@radnor.org](mailto:jdoling@radnor.org) or by phone at 610-688-5600 ext. 164.
2. First time users must complete an application.
3. Groups that meet regularly shall annually affirm that their information is accurate and whenever the information regarding the group (such as name of contact person) changes.
4. Payment for rental of conference room and audio/visual equipment (if applicable) is due when the room is scheduled and approved. Applicant will be invoiced for any additional fees due.
5. No rental is considered confirmed until the application and payment is received and approved by the Township.
6. All rental payments will be fully refunded on reservations canceled at least five (5) business days in advance of the rental date.
7. Fifty percent (50%) of all rental payments will be returned on reservations canceled within forty eight (48) hours of the rental date.
8. All rental payments will be forfeited on reservations canceled within twenty four (24) hours of the rental date.
9. All rental payments will be fully refunded if the Township cancels the reservation.

## **F. Conference Room Use**

1. Monday thru Friday (8:00am to 4:00pm): the group leader must sign in with the Township receptionist before beginning the meeting.
2. Before and after Township business hours, on the weekends, or a Township holiday: electronic access will be made available according to the time reserved.
3. At the conclusion of the meeting, the group leader must see that all lights are turned off. The conference room must be cleaned and all leftover food and beverages must be removed or placed in trash receptacles.
4. The group leader is responsible for maintaining order and for any damage to the room, its contents, and the adjoining areas of the building, including damage from members, guests and sub-contractors.
5. Any damage must be reported immediately to James Doling, Cable, Web, and Communications Coordinator by email [jdoling@radnor.org](mailto:jdoling@radnor.org) or by phone at 610-688-5600 ext. 164.
6. Applicant will be invoiced for any additional fees incurred if the room must be cleaned, rearranged (without prior arrangements), and/or any damages incurred.
7. Smoking and alcoholic beverages of any kind are not permitted in the Township building.
8. Renters are not permitted to post any type of advertising in the Township building or on its premises.
9. Nothing may be affixed by any method to any walls of the conference rooms.
10. Equipment may not be used unless a qualified Township staff member was scheduled and is present.
11. Guests are prohibited from providing building access to individuals who are not invited members of the scheduled meeting.
12. Guests are prohibited from entering other Township rooms that have not been reserved.
13. Radnor Township assumes no responsibility for loss or damage to supplies or other items belonging to groups using the room.
14. Groups may not store supplies for their meetings on Township premises.



## **G. Safety and Security Procedures**

1. Group members should be made aware of emergency exits prior to the beginning of the meeting.
2. The main entrance door on the first (1<sup>st</sup>) floor can be opened from the inside at any time.
3. A first aid kit can be found in the kitchen located on the third (3<sup>rd</sup>) floor of the building and an Automated External Defibrillator (AED) can be obtained at the reception area.
4. Fire extinguishers are located throughout the building (see map for specific locations).
5. If the building alarm is activated at any time all group members must exit the building and remain outside until the group is notified that it is safe to return (as advised by police, firefighters or township staff).
6. A head count should be performed to confirm that all group members have vacated the building before the police, firefighters or township staff is informed that all group members have exited.
7. The group leader is responsible for confirming that all members attending the meeting are accounted for and have exited.
8. Any extraordinary incidents, especially those involving safety and security issues, must be reported to James Doling, Cable, Web, and Communications Coordinator by email [jdoling@radnor.org](mailto:jdoling@radnor.org) or by phone at 610-688-5600 ext. 164.
9. Please call 9-1-1 in case of emergency.

## H. Conference Room Specifications

<b>Room Name</b>	<b>Seating</b>	<b>Features (see table below)</b>
Powys (First Floor)	15	1, 2, 3, 4, 5, 8, 9
Radnorshire ( First Floor)	125	3, 4, 5, 6, 7, 9-17

### **Features**

1. (1) Rectangular conference table
2. (10) conference chairs
3. Wireless internet access
4. Laptop computer with Powerpoint and internet access
5. Portable DLP projector and video screen
6. Multiple room setups
7. (12) Rectangular tables
8. (1) 50-inch plasma television
9. DVD/VCR player
10. (2) 60-inch high contrast video screens
11. (2) High definition DLP projectors
12. (1) ceiling mounted high definition document camera
13. (5) pole mounted high definition remote controlled cameras
14. (1) podium with microphone and (2) power outlets
15. (21) Conference microphones
16. (13) LCD monitors for viewing Powerpoint, DVD/VCR, internet
17. (2) Wireless microphones (hand held or lavalier)

## I. Audio/Visual Equipment Specifications

<b>Equipment Item</b>	<b>Description</b>
Staff Member	(1) Township employee as needed
Setup room	Setup and breakdown of room as requested and agreed upon
Cleanup room	Cleanup of room (trash, non-requested setup, etc)
Podium	Podium in Radnorshire room (no microphone)
Microphones	(21) Conference microphones and (1) podium microphone
Wireless Microphones	(2) Handheld and (2) lavalier (any combination only (2) at a time)
Projectors	(2) High definition DLP projectors
Monitors	(13) LCD monitors for viewing Powerpoint, DVD/VCR, internet
Document Camera	View documents and pictures on screens
DVD/VCR	DVD/VCR for projectors/monitors
Laptop	Laptop computer with Powerpoint and internet access
DVD Format	Recording of event on one (1) DVD
Digital Format	Recording of event in other digital format (i.e. wmv, mpeg)
Portable Projector	View Powerpoint, internet, DVD/VCR (screen included)
50-inch Plasma TV	View Powerpoint, internet, DVD/VCR
Graphics	Character generated graphics inserted on screen (includes setup)

## J. Package Rental Specifications

<b>Room</b>	<b>Description</b>
Powys Room	50-inch plasma and laptop, view Powerpoint, internet, DVD/VCR, Laptop
Radnorshire Room (no recording)	Microphones, laptop and projectors. Includes use of all equipment, setup and breakdown
Radnorshire Room (recording)	Record event in Radnorshire room. Includes use of all equipment, (1) Recording on DVD, setup and breakdown

**Radnor Township, PA**  
 Consolidated Fee Schedule – Chapter 162 Fees  
 Ordinance 2013-24 (As Amended)  
 Effective in Perpetuity, beginning January 1, 2014

Fee Description	2014	2015
<b>Other – Finance Department</b>		
Business Privilege and Mercantile License Fee	\$10.00	\$10.00
Postage: Non-Resident	Actual Cost	Actual Cost
Returned Check	\$50.00	\$50.00
Refund Fee (see note below)	10% per refund, with a minimum of \$10.00	10% per refund, with a minimum of \$10.00
Public Document Copy Charges (Right to Know Requests)	\$0.25 /one sided page	\$0.25 /one sided page
Public Document CD Creation Charges (Right to Know Requests)	\$5.00 each	\$5.00 each
Certification of Record (Right to Know Requests)	\$1.00	\$1.00

<b>INFORMATION TECHNOLOGY</b>		
<b>Room Rentals</b>		
<b>General:</b> The Township offers three (x3) conference rooms for rental. Rates double on Saturday, Sunday, and Township holidays. Contact Township for Conference Room and Equipment Rental policy and room availability. Please see the <a href="#"><i>Information Technology Police for Rental and Use of Township Conference Rooms &amp; Equipment</i></a> for fee waiver opportunities.		
Friends Meeting Room (ground floor) – capacity 40	\$50.00/hour	\$50.00/hour
Radnorshire Room (first floor) – capacity 125	\$100.00/hour	\$100.00/hour
Radnorshire Room (first floor) – capacity 125 - Tenant rental	\$250.00/event	\$250.00/event
Powys Room (first floor) – capacity 15	\$35.00/hour	\$35.00/hour

**Radnor Township, PA**  
 Consolidated Fee Schedule – Chapter 162 Fees  
 Ordinance 2013-24 (As Amended)  
 Effective in Perpetuity, beginning January 1, 2014

Fee Description	2014	2015
<b>Hourly Equipment and Staffing Fees</b>		
<b>General:</b> Conference rooms offer additional equipment features such as a podium, microphones, special seating configurations, additional tables, A/V equipment, TV/DVD/VCR and wireless internet. A/v equipment rentals require staffing, a minimum of two (x2) hour charge, and rates double after four (x4) hours. Contact Township for Conference Room and Equipment Rental policy and staffing availability.		
IT Staff Member (as needed)	\$50.00 /hour	\$50.00 /hour
Room setup and breakdown (for equipment, configuration, etc.)	\$50. 00 /hour	\$50. 00 /hour
Room cleanup (trash, non-requested setup, etc.)	\$100.00 /hour	\$100.00 /hour
Podium (Radnorshire room only – no microphone)	\$0.00	\$0.00
Microphones – 21 conference room and 1 podium microphones	\$50.00 /hour	\$50.00 /hour
Wireless Microphones – 2 handheld and 2 lavalier (combo of any 2)	\$30.00 /hour	\$30.00 /hour
Projectors – 2 HD DLP Projectors	\$70.00 /hour (each)	\$70.00 /hour (each)
Monitors – 13 LCD monitors for viewing projections/DVD/VCR	\$20.00 /hour	\$20.00 /hour
Document Camera – View hard docs on large screens	\$60.00 /hour	\$60.00 /hour
DVD/VCR	\$15.00 /hour	\$15.00 /hour
Laptop Use	\$40.00 /hour	\$40.00 /hour
DVD Copy – Recording event on DVD (limit 1)	\$15.00 /hour	\$15.00 /hour
Digital Format – Recording event in other digital format (limit 1)	\$15.00 /hour	\$15.00 /hour
Portable Projector	\$50.00 /hour	\$50.00 /hour
50” Plasma TV Usage	\$70.00 /hour	\$70.00 /hour
Graphics – Character generated graphics inserted on screen	\$10.00 /hour	\$10.00 /hour

**Radnor Township, PA**  
 Consolidated Fee Schedule – Chapter 162 Fees  
 Ordinance 2013-24 (As Amended)  
 Effective in Perpetuity, beginning January 1, 2014

Fee Description	2014	2015
<b>Package Fees</b>		
<b>General:</b> Conference rooms, a/v equipment, and staffing rentals are available as a package rental. Package rentals require staffing, a minimum of two (x2) hour charge and rates double after four (x4) hours. Contact Township for Conference Room and Equipment Rental policy and staffing availability.		
Powys Room Only – 50” Plasma and laptop	\$100.00 /hour	\$100.00 /hour
Radnorshire Room (no recording) – Microphones, laptop, projector, setup and breakdown	\$250.00 /hour	\$250.00 /hour
Radnorshire Room (recording) – Microphones, laptop, projector, DVD recording, setup and breakdown	\$350.00 /hour	\$350.00 /hour
Fee Change Narrative: For administrative purposes, we elected to remove the deposit. Any damages will be the responsibility of the user as outlined in the rental agreement.		

<b>Film and Video Production Fees</b>		
<b>General:</b> The film and video production permit is designed to provide effective coordination of events, including the filming and videotaping of television, film, commercial, non-profit, and feature productions.		
Film and video production permit	\$250.00 /production	\$250.00 /production



## RADNOR TOWNSHIP CONFERENCE ROOM AND AUDIO/VISUAL EQUIPMENT RENTAL APPLICATION

### SECTION A - CONTACT INFORMATION

- |                                      |                          |
|--------------------------------------|--------------------------|
| 1. Name of Organization: _____       | 5. Phone number: _____   |
| 2. Name of Responsible Member: _____ | 6. Fax number: _____     |
| 3. Address: _____                    | 7. E-mail address: _____ |
| 4. City, State, Zip: _____           |                          |

### SECTION B - EVENT INFORMATION

1. Purpose of event: \_\_\_\_\_
2. Date(s) Requested:
- |               |                   |                 |
|---------------|-------------------|-----------------|
| Date 1: _____ | Begin Time: _____ | End Time: _____ |
| Date 2: _____ | Begin Time: _____ | End Time: _____ |
| Date 3: _____ | Begin Time: _____ | End Time: _____ |
| Date 4: _____ | Begin Time: _____ | End Time: _____ |
| Date 5: _____ | Begin Time: _____ | End Time: _____ |
| Date 6: _____ | Begin Time: _____ | End Time: _____ |
3. Does your group plan to use the room on a continuing basis? \_\_\_\_\_
4. Will the meeting be open to the general public? \_\_\_\_\_
5. Approximate number of persons who will attend the meeting: \_\_\_\_\_

### SECTION C - CONFERENCE ROOM RENTAL

*Mon - Fri: billed hourly*

*Sat, Sun, and Holidays: billed double-time*

	A Total Hours	B Hourly Rate	C Total (A * B)
1. Powys Conference Room			
2. Radnorshire Room			
3. Total	<b>TOTAL</b>		

**SECTION D - AUDIO/VISUAL EQUIPMENT RENTAL (Conference room rental required)**

Mon - Fri: billed hourly (minimum 2 hours)

Sat, Sun, and Holidays: no a/v equipment rentals

	A Total Hours	B Hourly Rate	C Total (A * B)		A Total Hours	B Hourly Rate	C Total (A * B)
1. Staff Member				9. Document Cam			
2. Setup room				10. DVD/VCR			
3. Cleanup room				11. Laptop			
4. Podium				12. DVD Format			
5. Microphones				13. Digital Format			
6. Wireless Mics				14. Portable Projector			
7. Projectors				15. 50" TV Cart			
8. Monitors				16. Graphics			
				17. Total		<b>TOTAL</b>	

**SECTION E - PACKAGE RENTAL**

Mon - Fri: billed hourly (minimum 2 hours)

Sat, Sun, and Holidays: no a/v equipment rentals

	A Total Hours	B Hourly Rate	C Total (A * B)
1. Powys Conference Room (50" Plasma TV Cart and laptop)			
2. Radnorshire Room (no recording, all a/v equipment)			
3. Radnorshire Room (recording, all a/v equipment)			
4. Total		<b>TOTAL</b>	

**TOTAL (Sections C+D+E)**

The undersigned has read the Radnor Township Conference Room and Equipment Rental Policy and agrees to abide by the conditions. Payment for rental of conference room and audio/visual equipment (if applicable) is due when the room is scheduled and approved.

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

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

**For Township use only:**

Approved By: \_\_\_\_\_

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





# Radnor Township Conference Room Rental Fee Waiver Request Form

I, \_\_\_\_\_, (hereinafter "Responsible Member") of  
\_\_\_\_\_, (hereinafter "Organization")

hereby request a waiver of conference room rental fees (if applicable) for the event(s) scheduled on:

Date 1: \_\_\_\_\_ Date 2: \_\_\_\_\_

Date 3: \_\_\_\_\_ Date 4: \_\_\_\_\_

Date 5: \_\_\_\_\_ Date 6: \_\_\_\_\_

The Organization requests a waiver of fees for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Organization understands that fee waiver requests shall be granted at the discretion of the Township Manager **and** subject to approval by the Board of Commissioners for certain community groups.

The Organization also understands that room rental deposits and fees for audio/visual equipment and room setup/cleanup will not be waived.

Regardless of fee waiver approval, Township reserves the right to invoice for any cleanup or damage to the conference room and/or equipment as set forth in the Consolidated Fee Schedule.

**Signature of Responsible Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Print name of Responsible Member: \_\_\_\_\_

=====

### **TOWNSHIP MANAGER APPROVAL**

APPROVED \_\_\_\_ / DENIED \_\_\_\_ BY:

**Signature of Township Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **BOARD OF COMMISSIONER APPROVAL**

APPROVED \_\_\_\_ / DENIED \_\_\_\_ BY:

**Signature of Board of Commissioners, President:** \_\_\_\_\_ **Date:** \_\_\_\_\_