



APPLICATION REQUEST TO PROVIDE "COFFEE BREAKS" AT A SAFETY REST AREA/WELCOME CENTER

Original application must be completed and submitted to the District Office no less than two weeks before the proposed date on a yearly basis. Applicant must meet with the Department representative at the proposed site prior to the requested date.

To be completed by the applicant.

County Name: Interstate: N-S-E-W Site #:

- Memorial Day Date(s) Time(s)
Independence Day Date(s) Time(s)
Labor Day Date(s) Time(s)
Thanksgiving Date(s) Time(s)

Name of Civic Organization:
Address:
City, State & Zip Code:
Contact Person: Telephone:
Mission of the Civic Organization:

By initialing all of the Governing Requirements for Coffee Breaks on page two, we agree to abide by the requirements that govern this activity. We further agree to provide this service absolutely free of costs to the motorists. We further agree to indemnify and save harmless the Commonwealth, the Department of Transportation, its employees and contractors from all suits, actions and claims of any character, name or description, brought for or on account of any injuries received or damage sustained by any person, persons or property as a result of subject activity during the period the activity is being conducted.

Signature of Officer of Organization:
Officer's Title: Date:

To be completed by the Department. (Forward approved copy to Bureau of Office Services, Vending Coordinator)

Designated Dispensing Area:
Special Conditions, if applicable:
Approved By District Roadside Specialist: Date:
Date Reviewed Application and Governing Requirements On-Site With Applicant:
Approved District Executive: Date:

(SEE REVERSE FOR GOVERNING REQUIREMENTS)

GOVERNING REQUIREMENTS FOR "COFFEE BREAKS"

Applicant's Initials

- _____ 1. Coffee break activities are limited to four specific holidays: Memorial Day, Independence Day, Labor Day and Thanksgiving.
- _____ 2. Original application must be submitted to the respective District Office, not less than two weeks prior to the proposed date of the scheduled activity.
- _____ 3. Applicant must meet with Department representative at the proposed site prior to the requested date.
- _____ 4. The organization shall review the requirements to determine what items it can provide. The organization shall be customer friendly at all times, treating the public with respect and with no acts of discrimination. Children must at all times be under the supervision of an adult causing no disruption to the Rest Area operations.
- _____ 5. This service is to be offered "free of charge"; however, a container labeled "Voluntary Donations" is acceptable.
- _____ 6. The **only** activity permitted is the dispensing of coffee, hot tea, hot chocolate or any item not being offered by the on-site vendor through its vending machines. For example: If the on-site vendor offers **any** potato chips, cookies, candy bars, soda, bottled water, etc. (regardless of brand) the applicant is not permitted to provide any "like" or "similar" item as part of the Coffee Break Program. The organization shall not promote any commercial products of any kind. Items that are permissible, for example, are homemade baked goods, fruits and vegetables.
- _____ 7. No open flames or gas grills are permitted.
- _____ 8. No pets belonging to members of the free coffee break group are allowed at the coffee break site.
- _____ 9. All activities are to be arrived on solely within the Safety Rest Area. No more than two automobile parking spaces adjacent to the sidewalk are to be used by the organization for the free coffee break activity. All patrons are to be served at the area designated by the Department. Parking spaces reserved for handicapped persons are not to be utilized or blocked by this activity. Should more than two parking spaces be available, the District Roadside Rest Specialist is authorized to provide additional spaces on either side of the approved space(s).
- _____ 10. The Safety Rest Area/Welcome Center buildings shall not be used for the coffee break activity.
- _____ 11. The organization is to maintain the cleanliness of the Safety Rest Area insofar as the litter generated by its activities is concerned. The organization is to collect litter in receptacles which it provides. In the event the Department must clean the area and/or dispose of litter generated by this activity, the organization will be billed for this work.
- _____ 12. No signs can be placed on the buildings, grounds or traffic-control signage. Signs are permitted on the coffee break provider's setup stating "free coffee break provided by (name of group)". No signs can be placed on or along the highway.
- _____ 13. The organization shall take immediate steps to correct any violations or unauthorized activities contrary to these requirements which are called to their attention by Department representatives.
- _____ 14. The organization shall cease all activity upon official notice from the District Executive or representative if the District determines that the activity is not in the best interest of the Department.
- _____ 15. The Department reserves the right to disapprove an organization's applications based on the organization's failure to follow all "Governing Requirements for Coffee Breaks" during previous holidays.