

North Versailles Township
1401 Greensburg Ave., Suite 5
North Versailles, PA 15137
(412)823-6602

Request for use of Township property

APPLICANT / ORGANIZATION INFORMATION

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Home Phone: () _____ Alternate Phone: () _____

E-mail Address: _____

EVENT INFORMATION

Date: _____ Location: _____

Approx. # people: _____ Activity: _____

Hours to be used: **From:** _____ **To:** _____

ALTERNATE CONTACT INFORMATION (who will be in attendance)

Full Name: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Primary Phone: () _____ Alternate Phone: () _____

******* OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE *******

Security: \$	200.00
Rental: \$	
TOTAL: \$	

Security Deposit due **ASAP** to hold the date.

Security Deposit is refunded 2-3 business days after event inspection/ clean-up.

DEPOSIT MUST BE CASH

Rental Fee **MUST** be paid in full **2 weeks prior** to the event.

Security Deposit **PAID** by: _____ Date: _____

****Any evidence of smoking or damages at the facility will result in forfeiture of entire deposit.****

Security Deposit **RETURNED** to: _____ Date: _____

RULES AND REGULATIONS FOR THE COMMUNITY CENTER

- Center **MUST** be left the way you received it; Floor must be swept—Mop up major spills only.
- **NO SMOKING!!!!**
- You may use the Ice Machine.
- You may use half of the refrigerator.
- You may use the oven.
- **NO** tape or decorations on the wall or hanging from the ceiling.
- Rental Party shall **not** use rice, bird seed, glitter or confetti of any type in the facility or on the grounds.
- **Rental Party shall be responsible for cost to repair any damages in excess of Security Deposit.**
- **Trash found in Library Drop Box will result in loss of security deposit.**
- **No** teenage dances.
- **No** “Sweet Sixteen” parties.
- Garbage goes in the dumpster—located at the front parking lot by the bridge.
- **Community Reading Garden is NOT permitted for use.**

This area is also designated as NON-SMOKING.

You are NOT permitted to enter the Community Center until 9:00AM the day of and must be cleaned up and out by 11:00PM.